

**SERIAL 10086 RFP JANITORIAL SERVICES**  
**Contract – ISS Facility Services**

**DATE OF LAST REVISION: April 29, 2011**

**CONTRACT END DATE: February 28, 2014**

**CONTRACT PERIOD THROUGH FEBRUARY 28, 2014**

TO: All Departments  
FROM: Department of Materials Management  
SUBJECT: Contract for **JANITORIAL SERVICES**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **December 15, 2010 (Eff. 03/01/11)**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

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Wes Baysinger, Chief Procurement Officer  
Materials Management

CH/mdm  
Attach

Copy to: Materials Management  
Richard Crago, Facilities Management

(Please remove Serial 06021-RFP from your contract notebooks)



## CONTRACT PURSUANT TO RFP

This Contract is entered into this 15th day of December, 2010 by and between Maricopa County ("County"), a political subdivision of the State of Arizona, and ISS Facility Services, Inc., a Delaware corporation ("Contractor") for the purchase of janitorial services.

### 1.0 CONTRACT TERM:

- 1.1 This Contract is for a term of three (3) years, beginning on the 1st day of March 2011 and ending the 28th day of February 2014.
- 1.2 The County may, at its option and with the agreement of the Contractor, renew the term of this Contract for additional terms up to a maximum of three (3) years, (or at the County's sole discretion, extend the contract on a month-to-month bases for a maximum of six (6) months after expiration). The County shall notify the Contractor in writing of its intent to extend the Contract term at least thirty (30) calendar days prior to the expiration of the original contract term, or any additional term thereafter.

### 2.0 FEE ADJUSTMENTS:

Any request for a fee adjustment must be submitted sixty (60) days prior to the current Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted fee, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the (Consumer Price Index) or by performing a market survey.

The County shall give due consideration for adjustments outside the terms above when so mandated by federal, state or local law or collective bargaining agreement.

### 3.0 PAYMENTS:

- 3.1 As consideration for performance of the duties described herein, County shall pay Contractor the sum(s) stated in Exhibit A.

- 3.2 Payment shall be made upon the County's receipt of a properly completed invoice.

#### 3.3 INVOICES:

- 3.3.1 The Contractor shall submit two (2) legible copies of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:

- Company name, address and contact
- County bill-to name and contact information
- Contract serial number
- County purchase order number

- Invoice number and date
- Payment terms
- Date of service or delivery
- Quantity
- Description of service provided
- Pricing per unit of service
- Extended price
- Total Amount Due

3.3.2 Invoices for base contract service shall be submitted by the Contractor to the County department monitoring the services:

3.3.2.1 For PUBLIC WORKS sites:

Maricopa County  
Public Works  
Accounts Payable  
2222 S. 27<sup>th</sup> Ave.  
Phoenix, AZ 85009

3.3.2.2 For FMD sites:

Facilities Management Department  
Accounts Payable  
401 Jefferson St.  
Phoenix, AZ 85003

3.3.2.3 For Assessor sites:

Maricopa County Assessor  
301 Jefferson St. #330  
Attention: Maxine Thorpe  
Phoenix, AZ 85003

3.3.2.4 For Library sites:

Maricopa County Library District  
Accounts Payable  
2700 Central Ave. Suite 700  
Phoenix, AZ 85004-1140

3.3.2.5 For Court and Probation sites:

Deputy Court Administrator  
Attention: Hugh Gallagher  
125 W. Washington St.  
Phoenix, AZ 85003

3.3.3 The Porter Sign-In log must accompany monthly invoice, otherwise, payment may be withheld until the corrected documentation is submitted. All monthly services must be provided first, and then invoiced at the beginning of the next month.

3.3.4 Problems regarding billing or invoicing shall be directed to the County using agency as listed on the Purchase Order.

3.3.5 Payment shall be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Award the Contractor shall fill out an EFT Enrollment form located on the

County Department of Finance Website as a fillable PDF document  
([www.maricopa.gov/finance/](http://www.maricopa.gov/finance/))

3.3.6 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

3.4 TAX: (SERVICES)

3.4.1 No tax shall be levied against labor. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

3.5 TAX: (COMMODITIES)

3.5.1 Tax shall not be levied against labor. Sales/use tax will be determined by County.

#### 4.0 AVAILABILITY OF FUNDS:

4.1 The provisions of this Contract relating to payment for services shall become effective when funds assigned for the purpose of compensating the Contractor as herein provided are actually available to County for disbursement. The County shall be the sole judge and authority in determining the availability of funds under this Contract. County shall keep the Contractor fully informed as to the availability of funds.

4.2 If any action is taken by any state agency, Federal department or any other agency or instrumentality to suspend, decrease, or terminate its fiscal obligations under, or in connection with, this Contract, County may amend, suspend, decrease, or terminate its obligations under, or in connection with, this Contract. In the event of termination, County shall be liable for payment only for services rendered prior to the effective date of the termination, provided that such services are performed in accordance with the provisions of this Contract. County shall give written notice of the effective date of any suspension, amendment, or termination under this Section, at least ten (10) days in advance.

#### 5.0 DUTIES:

5.1 The Contractor shall perform all duties stated in Exhibit B, or as otherwise directed in writing by the Procurement Officer.

5.2 During the Contract term, County shall provide Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its contractual obligations.

#### 6.0 TERMS and CONDITIONS:

##### 6.1 INDEMNIFICATION:

6.1.1 To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors, omissions, mistakes or malfeasance relating to the performance of this Contract. Contractor's duty to defend, indemnify and hold harmless County, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract by the Contractor, as well as any person or entity for whose acts, errors, omissions, mistakes or malfeasance Contractor may be legally liable.

6.1.2 The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

6.1.3 The scope of this indemnification does not extend to the sole negligence of County.

**6.2 INSURANCE REQUIREMENTS:**

6.2.1 Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of A-, VII or higher. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.

6.2.2 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

6.2.3 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

6.2.4 Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.

6.2.5 The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

6.2.6 County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance certificates. County shall not be obligated to review policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

6.2.7 The insurance policies required by this Contract, except Workers' Compensation shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

6.2.8 The policies required hereunder, except Workers' Compensation shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

6.2.9 Commercial General Liability.

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products/Completed Operations Aggregate, and \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provision which would serve to limit third party action over claims.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

**6.2.10 Automobile Liability.**

Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services under this Contract.

**6.2.11 Workers' Compensation.**

6.2.11.1 Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

6.2.11.2 Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.

**6.2.12 Certificates of Insurance.**

6.2.12.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

6.2.12.1.1 In the event any insurance policy (ies) required by this Contract is (are) written on a "claims made" basis, coverage shall extend for two (2) years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.

6.2.12.1.2 If a policy does expire during the life of the Contract, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.

**6.2.13 Cancellation and Expiration Notice.**

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

**6.3 WARRANTY OF SERVICES:**

6.3.1 The Contractor warrants that all services provided hereunder will conform to the requirements of the Contract, including all descriptions, specifications and attachments made a part of this Contract. County's acceptance of services or goods provided by the Contractor shall not relieve the Contractor from its obligations under this warranty.

6.3.2 In addition to its other remedies, County may, at the Contractor's expense, require prompt correction of any services failing to meet the Contractor's warranty herein. Services corrected by the Contractor shall be subject to all the provisions of this Contract in the manner and to the same extent as services originally furnished hereunder.

**6.4 INSPECTION OF SERVICES:**

6.4.1 The Contractor shall provide and maintain an inspection system acceptable to County covering the services under this Contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to County during contract performance and for as long afterwards as the Contract requires.

6.4.2 County has the right to inspect and test all services called for by the Contract, to the extent practicable at all times and places during the term of the Contract. County shall perform inspections and tests in a manner that will not unduly delay the work.

6.4.3 If any of the services do not conform with Contract requirements, County may require the Contractor to perform the services again in conformity with Contract requirements, at an increase in Contract amount. When the defects in services cannot be corrected by re-performance, County may:

6.4.3.1 Require the Contractor to take necessary action to ensure that future performance conforms to Contract requirements; and

6.4.3.2 Reduce the Contract price to reflect the reduced value of the services performed.

6.4.4 If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with Contract requirements, County may:

6.4.4.1 By Contract or otherwise, perform the services and charge to the Contractor any cost incurred by County that is directly related to the performance of such service; or

6.4.4.2 Terminate the Contract for default.

**6.5 PROCUREMENT CARD ORDERING CAPABILITY:**

The County may determine to use a MasterCard Procurement Card, to place and make payment for orders under the Contract.

**6.6 INTERNET ORDERING CAPABILITY:**

The County intends, at its option, to use the Internet to communicate and to place orders under this Contract.

**6.7 NOTICES:**

All notices given pursuant to the terms of this Contract shall be addressed to:

For County:

Maricopa County  
Department of Materials Management  
Attn: Chief Procurement Officer  
320 West Lincoln Street  
Phoenix, Arizona 85003-2494

For Contractor:

ISS Facility Services, Inc.  
Attn: Director of Operations  
4811 N. 7<sup>th</sup> St. Suite 100  
Phoenix, AZ 85050

**6.8 REQUIREMENTS CONTRACT:**

- 6.8.1 Contractor signifies its understanding and agreement by signing this document that this Contract is a requirements contract. This Contract does not guarantee any purchases will be made (minimum or maximum). Orders will only be placed when County identifies a need and issues a purchase order or a written notice to proceed.
- 6.8.2 County reserves the right to cancel purchase orders or notice to proceed within a reasonable period of time after issuance. Should a purchase order or notice to proceed be canceled, the County agrees to reimburse the Contractor for actual and documented costs incurred by the Contractor. The County will not reimburse the Contractor for any avoidable costs incurred after receipt of cancellation, or for lost profits, or shipment of product or performance of services prior to issuance of a purchase order or notice to proceed.
- 6.8.3 Purchase orders will be cancelled in writing.

**6.9 TERMINATION FOR CONVENIENCE:**

The County reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the County without penalty or recourse. Upon receipt of the written notice, the Contractor shall immediately stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the County. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the County upon demand. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination.

**6.10 TERMINATION FOR DEFAULT:**

- 6.10.1 In addition to the rights reserved in the Contract, the County may terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Officer shall provide written notice of the termination and the reasons for it to the Contractor.
- 6.10.2 Upon termination under this paragraph, all goods, materials, documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the County on demand.
- 6.10.3 The County may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Contract. The Contractor shall be liable to the County for any excess costs incurred by the County in procuring materials or services in substitution for those due from the Contractor.
- 6.10.4 The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.



**6.11 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:**

Notice is given that pursuant to A.R.S. §38-511 the County may cancel this Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S §38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

**6.12 OFFSET FOR DAMAGES;**

In addition to all other remedies at law or equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance under this contract.

**6.13 ADDITIONS/DELETIONS OF SERVICE:**

The County reserves the right to add and/or delete products and/or services provided under this Contract. If a requirement is deleted, payment to the Contractor will be reduced proportionately to the amount of service reduced in accordance with the proposal price. If additional services and/or products are required from this Contract, prices for such additions will be negotiated between the Contractor and the County.

**6.14 RELATIONSHIPS:**

In the performance of the services described herein, the Contractor shall act solely as an independent contractor, and nothing herein or implied herein shall at any time be construed as to create the relationship of employer and employee, partnership, principal and agent, or joint venture between the District and the Contractor.

**6.15 SUBCONTRACTING:**

The Contractor may not assign this Contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the County, which shall not be unreasonably withheld. All correspondence authorizing subcontracting must reference the Proposal Serial Number and identify the job project.

The Subcontractor's rate for the job shall not exceed that of the Prime Contractor's rate, as bid in the pricing section, unless the Prime Contractor is willing to absorb any higher rates. The Subcontractor's invoice shall be invoiced directly to the Prime Contractor, who in turn shall pass-through the costs to the County, without mark-up. A copy of the Subcontractor's invoice must accompany the Prime Contractor's invoice.

**6.16 AMENDMENTS:**

All amendments to this Contract shall be in writing and approved/signed by both parties. Maricopa County Materials Management shall be responsible for approving all amendments for Maricopa County.

**6.17 RETENTION OF RECORDS:**

6.17.1 The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for six (6) years after final payment or until after the resolution of any audit questions which could be more than six (6) years, whichever is longer. The County, Federal or State auditors and any other persons duly authorized by the Department shall

have full access to, and the right to examine, copy and make use of, any and all said materials.

- 6.17.2 If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

**6.18 AUDIT DISALLOWANCES:**

If at any time, County determines that a cost for which payment has been made is a disallowed cost, such as overpayment, County shall notify the Contractor in writing of the disallowance. County shall also state the means of correction, which may be but shall not be limited to adjustment of any future claim submitted by the Contractor by the amount of the disallowance, or to require repayment of the disallowed amount by the Contractor.

**6.19 ALTERNATIVE DISPUTE RESOLUTION:**

- 6.19.1 After the exhaustion of the administrative remedies provided in the Maricopa County Procurement Code, any contract dispute in this matter is subject to compulsory arbitration. Provided the parties participate in the arbitration in good faith, such arbitration is not binding and the parties are entitled to pursue the matter in state or federal court sitting in Maricopa County for a de novo determination on the law and facts. If the parties cannot agree on an arbitrator, each party will designate an arbitrator and those two arbitrators will agree on a third arbitrator. The three arbitrators will then serve as a panel to consider the arbitration. The parties will be equally responsible for the compensation for the arbitrator(s). The hearing, evidence, and procedure will be in accordance with Rule 74 of the Arizona Rules of Civil Procedure. Within ten (10) days of the completion of the hearing the arbitrator(s) shall:

6.19.1.1 Render a decision;

6.19.1.2 Notify the parties that the exhibits are available for retrieval; and

6.19.1.3 Notify the parties of the decision in writing (a letter to the parties or their counsel shall suffice).

- 6.19.2 Within ten (10) days of the notice of decision, either party may submit to the arbitrator(s) a proposed form of award or other final disposition, including any form of award for attorneys' fees and costs. Within five (5) days of receipt of the foregoing, the opposing party may file objections. Within ten (10) days of receipt of any objections, the arbitrator(s) shall pass upon the objections and prepare a signed award or other final disposition and mail copies to all parties or their counsel.

- 6.19.3 Any party which has appeared and participated in good faith in the arbitration proceedings may appeal from the award or other final disposition by filing an action in the state or federal court sitting in Maricopa County within twenty (20) days after date of the award or other final disposition. Unless such action is dismissed for failure to prosecute, such action will make the award or other final disposition of the arbitrator(s) a nullity.

**6.20 SEVERABILITY:**

The invalidity, in whole or in part, of any provision of this Contract shall not void or affect the validity of any other provision of this Contract.

**6.21 RIGHTS IN DATA:**

The County shall own have the use of all data and reports resulting from this Contract without additional cost or other restriction except as provided by law. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

**6.22 INTEGRATION:**

This Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, communications, understandings, representations, or agreements, whether oral or written, express or implied.

**6.23 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §41-4401 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS:**

6.23.1 By entering into the Contract, the Contractor warrants compliance with the Immigration and Nationality Act (INA using e-verify) and all other federal immigration laws and regulations related to the immigration status of its employees and A.R.S. §23-214(A). The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the Immigration Reform and Control Act of 1986, as amended from time to time, for all employees performing work under the Contract and verify employee compliance using the E-verify system and shall keep a record of the verification for the duration of the employee's employment or at least three years, whichever is longer. I-9 forms are available for download at USCIS.GOV.

6.23.2 The County retains the legal right to inspect contractor and subcontractor employee documents performing work under this Contract to verify compliance with paragraph 6.23.1 of this Section. Contractor and subcontractor shall be given reasonable notice of the County's intent to inspect and shall make the documents available at the time and date specified. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County will consider this a material breach of the contract and may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

**6.24 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §§35-391.06 AND 35-393.06 BUSINESS RELATIONS WITH SUDAN AND IRAN:**

6.24.1 By entering into the Contract, the Contractor certifies it does not have scrutinized business operations in Sudan or Iran. The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract.

6.24.2 The County may request verification of compliance for any contractor or subcontractor performing work under the Contract. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

**6.25 CONTRACTOR LICENSE REQUIREMENT:**

6.25.1 The Respondent shall procure all permits, insurance, licenses and pay the charges and fees necessary and incidental to the lawful conduct of his/her business, and as necessary

complete any required certification requirements, required by any and all governmental or non-governmental entities as mandated to maintain compliance with and in good standing for all permits and/or licenses. The Respondent shall keep fully informed of existing and future trade or industry requirements, Federal, State and Local laws, ordinances, and regulations which in any manner affect the fulfillment of a Contract and shall comply with the same. Contractor shall immediately notify both Materials Management and the using agency of any and all changes concerning permits, insurance or licenses.

- 6.25.2 Respondents furnishing finished products, materials or articles of merchandise that will require installation or attachment as part of the Contract, shall possess any licenses required. A Respondent is not relieved of its obligation to possess the required licenses by subcontracting of the labor portion of the Contract. Respondents are advised to contact the Arizona Registrar of Contractors, Chief of Licensing, at (602) 542-1525 to ascertain licensing requirements for a particular contract. Respondents shall identify which license(s), if any, the Registrar of Contractors requires for performance of the Contract.

**6.26 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

- 6.26.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:
- 6.26.1.1 are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
  - 6.26.1.2 have not within 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - 6.26.1.3 are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
  - 6.26.1.4 have not within a 3-year period preceding this Contract had one or more public transaction (Federal, State or local) terminated for cause of default.
- 6.26.2 Should the Contractor not be able to provide this certification, an explanation as to why should be attached to the Contract.
- 6.26.3 The Contractor agrees to include, without modification, this clause in all lower tier covered transactions (i.e. transactions with subcontractors) and in all solicitations for lower tier covered transactions related to this Contract.

**6.27 PRICES:**

Contractor warrants that prices extended to County under this Contract are no higher than those paid by any other customer for these or similar services.

**6.28 GOVERNING LAW:**

This Contract shall be governed by the laws of the state of Arizona. Venue for any actions or lawsuits involving this Contract will be in Maricopa County Superior Court or in the United States District Court for the District of Arizona, sitting in Phoenix, Arizona

**6.29 ORDER OF PRECEDENCE:**

In the event of a conflict in the provisions of this Contract and Contractor's license agreement, if applicable, the terms of this Contract shall prevail.

**6.30 INCORPORATION OF DOCUMENTS:**

The following are to be attached to and made part of this Contract:

6.30.1	Exhibit A	Pricing
6.30.2	Exhibit B	Scope of Work
6.30.3	Exhibit B-1	Site Location and Data
6.30.4	Exhibit B-2	Site Inspection Report
6.30.5	Exhibit B-3	Porter Sign-In / Sign-Out Log
6.30.6	Exhibit B-4	Supplies
6.30.7	Exhibit B-5	Sanitary Napkin Machine Locations
6.30.8	Exhibit B-6	Exposure Control Program
6.30.9	Exhibit B-7	Quality Control Program
6.30.10	Exhibit B-8	Hazard Communication Program

IN WITNESS WHEREOF, this Contract is executed on the date set forth above.

**CONTRACTOR**

  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

Karon B. Smedley  
\_\_\_\_\_  
PRINTED NAME AND TITLE

4811 N. 7th St. #100  
\_\_\_\_\_  
ADDRESS

12/7/10  
\_\_\_\_\_  
DATE

**MARICOPA COUNTY**

  
\_\_\_\_\_  
CHAIRMAN, BOARD OF SUPERVISORS

DEC 15 2010  
\_\_\_\_\_  
DATE

**ATTESTED:**

  
\_\_\_\_\_  
CLERK OF THE BOARD

DEC 15 2010  
\_\_\_\_\_  
DATE

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
LEGAL COUNSEL

Dec 15 2010  
\_\_\_\_\_  
DATE

## EXHIBIT A PRICING

SERIAL 10086-RFP

PRICING SHEET NIGP 91039

BIDDER NAME:	<u>ISS Facility Services, Inc.</u>
BIDDER ADDRESS:	<u>4811 N. 7th St., Suite 100 Phoenix, AZ 85050</u>
BIDDER PHONE #:	<u>602-222-2555</u>
BIDDER FAX #:	<u>602-222-2550</u>
COMPANY WEB SITE:	<u>www.us.issworld.com</u>
COMPANY CONTACT (REP):	<u>Kim Jarrett-Kann</u>
E-MAIL ADDRESS (REP):	<u>Kim.kann@us.issworld.com</u>

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL:  X  YES   NO

ACCEPT PROCUREMENT CARD:  X\*  YES   NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD:   YES  X  NO   % REBATE  
(Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY:  X  YES   NO   % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT:  X  YES   NO

PAYMENT TERMS: NET 30  X

### PRICING:

PRICING BASED ON RFP SPECIFICATIONS, AND DATA SUPPLIED IN EXHIBIT 3, SITE LOCATIONS AND DATA

NOTE: FIXED RATE PER SERVICE DAY IS CALCULATED BY COMBINING THE TOTAL COST OF  
LABOR AND SUPPLIES, DIVIDED BY THE NUMBER OF SERVICE DAYS

NOTE: SOME SITES HAVE ONLY TILE FLOORS, AND SOME HAVE ONLY CARPET. EACH SITE WILL HAVE BOTH LISTED SHOULD  
THIS CHANGE DURING THE TERM OF THE CONTRACT.

Labor hours: Respondents are to input the estimated number of custodial and supervisory labor hours for each site they are submitting  
a price. The labor hours are the total hours needed to clean the facility for one service day. This data to be used for information only.

### 1.0 PRICING:

AWARD SHALL BE BY BUILDING GROUP(S). THERE ARE FIVE (5) GEOGRAPHICAL GROUPS. RESPONDENTS ARE ENCOURAGED TO SUBMIT PROPOSAL PRICING EITHER IN PART, BY GROUP, OR IN WHOLE, BASED UPON THE FOLLOWING GROUPINGS:

**IDENTIFY ("X") THE GROUP(S) BEING PROPOSED:**

<b>X</b>	<b><u>GROUP 1: DOWNTOWN COMPLEX</u></b> 3301; 3303; 3304; 3305; 3310; 3311; 3315; 3317; 3320; 3321; 3325; 3401; 4039; 4040; 4051; 4052; 4053; 4137; 4157; 6202; 6205 Combined square footage for Group 1: <b>2,618,793</b>
	<b><u>GROUP 2: DURANGO COMPLEX</u></b> 1401; 1402; 1404; 1405; 1408; 1409; 1414; 1417; 1501; 1511; 1513; 1702; 1703; 1704; 1715; 1914; 1915; 1917; 1920 Combined square footage for Group 2: <b>484,953</b>
	<b><u>GROUP 3: SOUTHEAST MESA COMPLEX</u></b> 2852; 2853; 2855; 2856; 2860; 2871 Combined square footage for Group 3: <b>236,371</b>
	<b><u>GROUP 4: OUTLYING SITES WEST OF I-17</u></b> 0406; 2006; 2009; 2025; 2029; 2033; 2310; 2316; 2601; 4115; 4121; 4150; 4166; 5719; 7036 Combined square footage for Group 4: <b>163,454</b>
	<b><u>GROUP 5: OUTLYING SITES EAST OF I-17</u></b> 1214; 1217; 2403; 2406; 2801; 2809; 2811; 2814; 2858; 3204; 3801; 3843; 3846; 3853; 3857; 3913; 3933; 3934; 4602; 4608; 5105; 6605 Combined square footage for Group 5: <b>339,447</b>

<b><u>GROUP 1: DOWNTOWN COMPLEX</u></b>		<b><u>YEAR 1</u></b>			<b><u>YEAR 2</u></b>			<b><u>YEAR 3</u></b>		
<b><u>3301 Superior Court - West Court Building</u></b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
Labor for 250 services:		\$ 94,129.89	\$ 110,741.04	/per yr	\$ 96,012.00	\$ 112,955.86	/per yr	\$ 97,932.24	\$ 115,214.97	/per yr
Supplies:		\$ 25,949.07	Same as	/per yr	\$ 26,468.05	Same as	/per yr	\$ 26,997.41	Same as	/per yr
TOTAL:		\$ 120,078.96	\$ 136,690.11	/per yr	\$ 122,480.05	\$ 139,423.91	/per yr	\$ 124,929.65	\$ 142,212.38	/per yr
Fixed rate per service day:		\$ 480.32	\$ 546.76	/per day	\$ 489.92	\$ 557.70	/per day	\$ 499.72	\$ 568.85	/per day
Minimum Number of Labor Hours Daily		38	/# hrs. 44	/# hrs.						
<b><u>3303 Superior Court - East Court Building</u></b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
Labor for 250 services (Includes 1-porter):		\$ 114,668.79	\$ 134,904.45	/per yr	\$ 116,962.16	\$ 137,602.53	/per yr	\$ 119,301.40	\$ 140,354.58	/per yr



**SERIAL 10086-RFP**

Supplies:	\$ 31,611.09	βsame as	/per yr	\$ 32,243.31	βsame as	/per yr	\$ 32,888.18	βsame as	/per yr
TOTAL:	\$ 146,279.88	\$ 166,515.54	/per yr	\$ 149,205.47	\$ 169,845.84	/per yr	\$ 152,189.58	\$ 173,242.76	/per yr
			/per day			/per day			/per day
Fixed rate per service day:	\$ 585.12	\$ 666.06	day	\$ 596.82	\$ 679.38	day	\$ 608.76	\$ 692.97	day
Porter hourly rate:	\$13.75	/per hr		\$ 14.05	/per hr		\$ 14.33	/per hr	
Trash dolly transport for site #3303 (250 services)	\$128.75	/per day		\$ 131.33	/per day		\$ 134.00	/per day	
Minimum Number of Labor Hours Daily	54	/# hrs. 63	/# hrs.						

<b>3304 Supervisors Auditorium</b>	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
Labor for 250 services:	\$ 3,967.31	\$ 4,667.42	/per yr	\$ 4,046.66	\$ 4,760.77	/per yr	\$ 4,127.59	\$ 4,855.99	/per yr
Supplies:	\$ 1,093.68	βsame as	/per yr	\$ 1,115.55	βsame as	/per yr	\$ 1,137.30	βsame as	/per yr
TOTAL:	\$ 5,060.99	\$ 5,761.10	/per yr	\$ 5,162.21	\$ 5,876.32	/per yr	\$ 5,264.89	\$ 5,993.29	/per yr
			/per day			/per day			/per day
Fixed rate per service day:	\$ 20.24	\$ 23.04	day	\$ 20.65	\$ 23.51	day	\$ 21.06	\$ 23.97	day
Minimum Number of Labor Hours Daily	1.5	/# hrs. 2	/# hrs.						

<b>3305 Superior Court - Central Court Building</b>	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
Labor for 250 services (Includes 2-porters):	\$ 199,639.12	\$ 234,869.55	/per yr	\$ 203,631.90	\$ 239,566.94	/per yr	\$ 207,704.53	\$ 244,358.27	/per yr
Supplies:	\$ 55,035.12	βsame as	/per yr	\$ 56,135.82	βsame as	/per yr	\$ 57,258.54	βsame as	/per yr
TOTAL:	\$ 254,674.24	\$ 289,904.67	/per yr	\$ 259,767.72	\$ 295,702.76	/per yr	\$ 264,963.07	\$ 301,616.81	/per yr
			/per day			/per day			/per day
Fixed rate per service day:	\$ 1,018.70	\$ 1,159.62	day	\$ 1,039.07	\$ 1,182.81	day	\$ 1,059.85	\$ 1,206.47	day
Porter hourly labor rate:	\$ 13.75	/per hr		\$ 14.05	/per hr		\$ 14.33	/per hr	
Minimum Number of Labor Hours Daily	82	/# hrs. 97	/# hrs.						

<b>3310 Administration Building</b>	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
Labor for 250 services (Includes 1-porter):	\$ 223,735.50	\$ 263,218.23	/per yr	\$ 228,210.21	\$ 268,482.59	/per yr	\$ 232,774.41	\$ 273,852.24	/per yr
Supplies:	\$ 61,677.84	βsame as	/per yr	\$ 62,911.40	βsame as	/per yr	\$ 64,169.63	βsame as	/per yr
TOTAL:	\$ 285,413.34	\$ 324,896.07	/per yr	\$ 291,121.61	\$ 331,393.99	/per yr	\$ 296,944.04	\$ 338,021.87	/per yr
			/per day			/per day			/per day
Fixed rate per service day:	\$ 1,141.65	\$ 1,299.58	day	\$ 1,164.49	\$ 1,325.58	day	\$ 1,187.78	\$ 1,352.09	day
Porter hourly labor rate:	\$ 13.75	/per hr		\$ 14.05	/per hr		\$ 14.33	/per hr	
Minimum Number of Labor Hours Daily	81	/# hrs. 89	/# hrs.						

<b>3311 Facilities Management &amp; Garage</b>	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
Labor for 250 services:	\$ 10,341.06	\$ 12,165.95	/per yr	\$ 10,547.88	\$ 12,409.27	/per yr	\$ 10,758.84	\$ 12,657.46	/per yr

**SERIAL 10086-RFP**

Supplies:	\$ 2,850.75	ßsame as	/per yr	\$ 2,907.71	ßsame as	/per yr	\$ 2,965.86	ßsame as	/per yr
TOTAL:	\$ 13,191.81	\$ 15,016.70	/per yr	\$ 13,455.59	\$ 15,316.98	/per yr	\$ 13,724.70	\$ 15,623.32	/per yr
			/per day			/per day			/per day
Fixed rate per service day:	\$ 52.77	\$ 60.07	day	\$ 53.82	\$ 61.27	day	\$ 54.90	\$ 62.49	day
Minimum Number of Labor Hours Daily	4	/# hrs. 6	/# hrs.						

<b>3311 Equipment Services - Downtown Station</b>	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
Labor for 250 services:	\$ 1,035.54	\$ 1,218.28	/per yr	\$ 1,056.25	\$ 1,242.65	/per yr	\$ 1,077.38	\$ 1,267.50	/per yr
Supplies:	\$ 315.00	ßsame as	/per yr	\$ 321.30	ßsame as	/per yr	\$ 327.73	ßsame as	/per yr
TOTAL:	\$ 1,350.54	\$ 1,533.28	/per yr	\$ 1,377.55	\$ 1,563.95	/per yr	\$ 1,405.11	\$ 1,595.23	/per yr
			/per day			/per day			/per day
Fixed rate per service day:	\$ 5.40	\$ 6.13	day	\$ 5.51	\$ 6.26	day	\$ 5.62	\$ 6.38	day
Minimum Number of Labor Hours Daily	1	/# hrs. 1	/# hrs.						

<b>3315 Jackson St. Customer Service Center</b>	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
Labor for 250 services:	\$ 77,209.40	\$ 90,834.59	/per yr	\$ 78,753.59	\$ 92,651.28	/per yr	\$ 80,328.66	\$ 94,504.31	/per yr
Supplies:	\$ 21,284.55	ßsame as	/per yr	\$ 21,710.24	ßsame as	/per yr	\$ 22,144.44	ßsame as	/per yr
TOTAL:	\$ 98,493.95	\$ 112,119.14	/per yr	\$ 100,463.83	\$ 114,361.52	/per yr	\$ 102,473.10	\$ 116,648.75	/per yr
			/per day			/per day			/per day
Fixed rate per service day:	\$ 393.98	\$ 448.48	day	\$ 401.86	\$ 457.45	day	\$ 409.89	\$ 466.60	day
Minimum Number of Labor Hours Daily	26	/# hrs. 30	/# hrs.						

<b>3317 Star Call Center</b>	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
Labor for 250 services:	\$ 10,286.21	\$ 12,101.42	/per yr	\$ 10,491.93	\$ 12,343.45	/per yr	\$ 10,701.77	\$ 12,590.32	/per yr
Supplies:	\$ 2,835.63	ßsame as	/per yr	\$ 2,892.34	ßsame as	/per yr	\$ 2,950.19	ßsame as	/per yr
TOTAL:	\$ 13,121.84	\$ 14,937.05	/per yr	\$ 13,384.27	\$ 15,235.79	/per yr	\$ 13,651.96	\$ 15,540.51	/per yr
			/per day			/per day			/per day
Fixed rate per service day:	\$ 52.49	\$ 59.75	day	\$ 53.54	\$ 60.94	day	\$ 54.61	\$ 62.16	day
Minimum Number of Labor Hours Daily	4	/# hrs. 6	/# hrs.						

<b>3317 Forensic Science Garage Protective Services E elevators and landings</b>	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
Labor for 250 services:	\$ 2,905.40	\$ 3,418.12	/per yr	\$ 2,963.51	\$ 3,486.48	/per yr	\$ 3,022.78	\$ 3,556.21	/per yr
Supplies:	\$ 800.94	ßsame as	/per yr	\$ 816.96	ßsame as	/per yr	\$ 833.30	ßsame as	/per yr
TOTAL:	\$ 3,706.34	\$ 4,219.06	/per yr	\$ 3,780.47	\$ 4,303.44	/per yr	\$ 3,856.08	\$ 4,389.51	/per yr
			/per day			/per day			/per day
Fixed rate per service day:	\$ 14.83	\$ 16.88	day	\$ 15.12	\$ 17.21	day	\$ 15.42	\$ 17.56	day
Minimum Number of Labor Hours Daily	1	/# hrs. 2	/# hrs.						

**SERIAL 10086-RFP**

		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
<b>3320</b>	<b>Forensic Science Center</b>									
	Labor for 250 services:	\$ 27,688.89	\$ 32,575.16	/per yr	\$ 28,242.67	\$ 33,226.66	/per yr	\$ 28,807.52	\$ 33,891.19	/per yr
	Supplies:	\$ 7,633.08	Bsame as	/per yr	\$ 7,785.74	Bsame as	/per yr	\$ 7,941.45	Bsame as	/per yr
	TOTAL:	\$ 35,321.97	\$ 40,208.24	/per yr	\$ 36,028.41	\$ 41,012.40	/per yr	\$ 36,748.97	\$ 41,832.64	/per yr
				/per day			/per day			/per day
	Fixed rate per service day:	\$ 141.29	\$ 160.83	day	\$ 144.11	\$ 164.05	day	\$ 147.00	\$ 167.33	day
	Minimum Number of Labor Hours Daily	10	/# hrs. 13	/# hrs.						
<b>3321</b>	<b>Santa Fe Train Depot</b>									
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
			<b>\$20,069.33</b>			<b>\$20,470.72</b>			<b>\$20,880.13</b>	
	Labor for 250 services:	<del>\$ 2,241.89</del>	<del>\$ 2,637.52</del>	/per yr	<del>\$ 2,286.72</del>	<del>\$ 2,690.27</del>	/per yr	<del>\$ 2,332.45</del>	<del>\$ 2,744.08</del>	/per yr
		<b>\$3,150.00</b>			<b>3,213.00</b>			<b>\$3,277.26</b>		
	Supplies:	<del>\$ 618.03</del>	Bsame as	/per yr	<del>\$ 630.39</del>	Bsame as	/per yr	<del>\$ 643.00</del>	Bsame as	/per yr
			<b>\$23,219.33</b>			<b>\$23,685.72</b>			<b>\$24,157.39</b>	
	TOTAL:	<del>\$ 2,859.92</del>	<del>\$ 3,255.55</del>	/per yr	<del>\$ 2,917.11</del>	<del>\$ 3,320.66</del>	/per yr	<del>\$ 2,975.45</del>	<del>\$ 3,387.08</del>	/per yr
			<b>\$92.88</b>	/per day		<b>94.74</b>	/per day		<b>\$96.64</b>	/per day
	Fixed rate per service day:	<del>\$ 11.44</del>	<del>\$ 13.02</del>	day	<del>\$ 11.67</del>	<del>\$ 13.28</del>	day	<del>\$ 11.90</del>	<del>\$ 13.55</del>	day
	Minimum Number of Labor Hours Daily	1	/# hrs. 1	/# hrs.						
3325	Downtown Court Tower									
	Labor for 250 services (includes 2 day porters):	\$ 364,137.49	\$ 428,397.04	/per yr	\$ 371,420.23	\$ 436,964.98	/per yr	\$ 378,848.63	\$ 445,704.27	/per yr
	Supplies:	\$ 100,383.12	Bsame as	/per yr	\$ 102,390.78	Bsame as	/per yr	\$ 104,438.59	Bsame as	/per yr
	TOTAL:	\$ 464,520.61	\$ 528,780.16	/per yr	\$ 473,811.01	\$ 539,355.76	/per yr	\$ 483,287.22	\$ 550,142.86	/per yr
				/per day			/per day			/per day
	Fixed rate per service day:	\$ 1,858.08	\$ 2,115.12	day	\$ 1,895.24	\$ 2,157.42	day	\$ 1,933.15	\$ 2,200.57	day
	Porter hourly labor rate:	\$ 13.75	/per hr		\$ 14.03	/per hr		\$ 14.31	/per hr	
	Minimum Number of Labor Hours Daily	130	/# hrs. 160	/# hrs.						
<b>3401</b>	<b>Superior Court - Old Courthouse</b>									
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$ 58,661.78	\$ 69,013.86	/per yr	\$ 59,835.02	\$ 70,394.14	/per yr	\$ 61,031.72	\$ 71,802.02	/per yr
	Supplies:	\$ 16,171.47	Bsame as	/per yr	\$ 16,494.90	Bsame as	/per yr	\$ 16,824.80	Bsame as	/per yr
	TOTAL:	\$ 74,833.25	\$ 85,185.33	/per yr	\$ 76,329.92	\$ 86,889.04	/per yr	\$ 77,856.52	\$ 88,626.82	/per yr
				/per day			/per day			/per day
	Fixed rate per service day:	\$ 299.33	\$ 340.74	day	\$ 305.32	\$ 347.56	day	\$ 311.43	\$ 354.51	day
	Minimum Number of Labor Hours Daily	21	/# hrs. 25	/# hrs.						

**SERIAL 10086-RFP**

		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
<b>4039</b>	<b>One West Madison</b>									
	Labor for 250 services:	\$ 19,044.30	\$ 22,405.06	/per yr	\$ 19,425.18	\$ 22,853.16	/per yr	\$ 19,813.68	\$ 23,310.22	/per yr
	Supplies:	\$ 5,250.00	ßsame as	/per yr	\$ 5,355.00	ßsame as	/per yr	\$ 5,462.10	ßsame as	/per yr
	TOTAL:	\$ 24,294.30	\$ 27,655.06	/per yr	\$ 24,780.18	\$ 28,208.16	/per yr	\$ 25,275.78	\$ 28,772.32	/per yr
				/per day			/per day			/per day
	Fixed rate per service day:	\$ 97.18	\$ 110.62	day	\$ 99.12	\$ 112.83	day	\$ 101.10	\$ 115.09	day
	Minimum Number of Labor Hours Daily	8	/# hrs. 10	/# hrs.						
<b>4040</b>	<b>Seventh Avenue WIC</b>									
	Labor for 250 services:	\$ 3,821.05	\$ 4,495.35	/per yr	\$ 3,897.47	\$ 4,585.26	/per yr	\$ 3,975.42	\$ 4,676.97	/per yr
	Supplies:	\$ 1,053.36	ßsame as	/per yr	\$ 1,074.43	ßsame as	/per yr	\$ 1,095.92	ßsame as	/per yr
	TOTAL:	\$ 4,874.41	\$ 5,548.71	/per yr	\$ 4,971.90	\$ 5,659.69	/per yr	\$ 5,071.34	\$ 5,772.89	/per yr
				/per day			/per day			/per day
	Fixed rate per service day:	\$ 19.50	\$ 22.19	day	\$ 19.89	\$ 22.64	day	\$ 20.29	\$ 23.09	day
	Minimum Number of Labor Hours Daily	2	/# hrs. 5	/# hrs.						
<b>4051</b>	<b>Human Services Homeless Campus</b>									
	Labor for 250 services:	\$ 11,591.13	\$ 13,636.62	/per yr	\$ 11,822.95	\$ 13,909.35	/per yr	\$ 12,059.41	\$ 14,187.54	/per yr
	Supplies:	\$ 3,195.36	ßsame as	/per yr	\$ 3,259.27	ßsame as	/per yr	\$ 3,324.46	ßsame as	/per yr
	TOTAL:	\$ 14,786.49	\$ 16,831.98	/per yr	\$ 15,082.22	\$ 17,168.62	/per yr	\$ 15,383.87	\$ 17,512.00	/per yr
				/per day			/per day			/per day
	Fixed rate per service day:	\$ 59.15	\$ 67.33	day	\$ 60.33	\$ 68.67	day	\$ 61.54	\$ 70.05	day
	Minimum Number of Labor Hours Daily	6	/# hrs. 9	/# hrs.						
<b>4052</b>	<b>Chambers Building</b>									
	Labor for 250 services:	\$ 49,894.54	\$ 58,699.46	/per yr	\$ 50,892.43	\$ 59,873.45	/per yr	\$ 51,846.02	\$ 61,070.92	/per yr
	Supplies:	\$ 13,754.58	ßsame as	/per yr	\$ 14,029.67	ßsame as	/per yr	\$ 14,310.26	ßsame as	/per yr
	TOTAL:	\$ 63,649.12	\$ 72,454.04	/per yr	\$ 64,922.10	\$ 73,903.12	/per yr	\$ 66,156.28	\$ 75,381.18	/per yr
				/per day			/per day			/per day
	Fixed rate per service day:	\$ 254.60	\$ 289.82	day	\$ 259.69	\$ 295.61	day	\$ 264.63	\$ 301.52	day
	Minimum Number of Labor Hours Daily	18	/# hrs. 20	/# hrs.						
<b>4053</b>	<b>Downtown Justice Courts</b>									
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
		<del>\$ 310,284.99</del>	<b>\$211,189.41</b>			<b>\$215,413.19</b>			<b>\$219,721.45</b>	
	Labor for 250 services:	<b>\$40,779.69</b>	<del>\$ 365,041.16</del>	/per yr	<del>\$ 316,490.68</del>	<del>\$ 372,341.98</del>	/per yr	<del>\$ 322,820.49</del>	<del>\$ 379,788.81</del>	/per yr
		<b>\$40,779.69</b>			<b>\$41,595.28</b>			<b>\$42,247.19</b>		
	Supplies:	<del>\$ 85,537.20</del>	ßsame as	/per yr	<del>\$ 87,247.94</del>	ßsame as	/per yr	<del>\$ 88,992.90</del>	ßsame as	/per yr

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		<b>\$251,969.10</b>			<b>\$1,028.03</b>			<b>\$261,968.64</b>	
TOTAL:	<del>\$ 395,822.19</del>	<del>\$ 450,578.36</del>	/per yr	<del>\$ 403,738.62</del>	<del>\$ 459,589.92</del>	/per yr	<del>\$ 411,813.39</del>	<del>\$ 468,781.71</del>	/per yr
		<b>\$1,007.88</b>	/per		<b>\$527,008.47</b>	/per			/per
Fixed rate per service day:	<del>\$ 1,583.29</del>	<del>\$ 1,802.31</del>	day	<del>\$ 1,614.95</del>	<del>\$ 1,838.36</del>	day	<del>\$ 1,647.25</del>	\$ 1,875.13	day
Minimum Number of Labor Hours Daily	108	/# hrs. 128	/# hrs.						

<b>4055 Air Quality Warehouse</b>	<b>REDUCED SERVICES</b>	<b>FULL SERVICES</b>		<b>REDUCED SERVICES</b>	<b>FULL SERVICES</b>		<b>REDUCED SERVICES</b>	<b>FULL SERVICES</b>	
Labor for 250 services:	<b>\$0.00</b>	<b>\$22,915.26</b>	/per yr	<b>\$0.00</b>	<b>\$23,373.57</b>	/per yr	<b>\$0.00</b>	<b>\$23,841.04</b>	/per yr
Supplies:	<b>\$0.00</b>	<b>\$2,840.04</b>	/per yr	<b>\$0.00</b>	<b>\$2,896.84</b>	/per yr	<b>\$0.00</b>	<b>\$2,547.78</b>	/per yr
TOTAL:	<b>\$0.00</b>	<b>\$25,755.30</b>	/per yr	<b>\$0.00</b>	<b>\$26,270.41</b>	/per yr	<b>\$0.00</b>	<b>\$26,95.82</b>	/per yr
Fixed rate per service day:	<b>\$0.00</b>	<b>\$103.02</b>	/per day	<b>\$0.00</b>	<b>\$105.08</b>	/per day	<b>\$0.00</b>	<b>\$107.18</b>	/per day
Minimum Number of Labor Hours Daily	<b>36</b>	<b>/# hrs. 42</b>	<b>/# hrs.</b>						

<b>4137 Security Building</b>	<b>REDUCED SERVICES</b>	<b>FULL SERVICES</b>		<b>REDUCED SERVICES</b>	<b>FULL SERVICES</b>		<b>REDUCED SERVICES</b>	<b>FULL SERVICES</b>	
Labor for 250 services:	\$ 95,816.45	\$ 112,725.23	/per yr	\$ 97,732.78	\$ 114,979.73	/per yr	\$ 99,687.44	\$ 117,279.32	/per yr
Supplies:	\$ 26,414.01	ßsame as	/per yr	\$ 26,942.29	ßsame as	/per yr	\$ 27,481.14	ßsame as	/per yr
TOTAL:	\$ 122,230.46	\$ 139,139.24	/per yr	\$ 124,675.07	\$ 141,922.02	/per yr	\$ 127,168.58	\$ 144,760.46	/per yr
			/per day			/per day			/per day
Fixed rate per service day:	\$ 488.92	\$ 556.56	day	\$ 498.70	\$ 567.69	day	\$ 508.67	\$ 579.04	day
Minimum Number of Labor Hours Daily	36	/# hrs. 42	/# hrs.						

<b>4157 Security Center</b>	<b>REDUCED SERVICES</b>	<b>FULL SERVICES</b>		<b>REDUCED SERVICES</b>	<b>FULL SERVICES</b>		<b>REDUCED SERVICES</b>	<b>FULL SERVICES</b>	
Labor for 250 services (Includes 1 porter, 4 hrs):	\$ 103,475.31	\$ 121,735.65	/per yr	\$ 105,544.81	\$ 124,170.36	/per yr	\$ 107,655.70	\$ 126,653.76	/per yr
Supplies:	\$ 28,525.35	ßsame as	/per yr	\$ 29,095.86	ßsame as	/per yr	\$ 29,677.78	ßsame as	/per yr
TOTAL:	\$ 132,000.66	\$ 150,261.00	/per yr	\$ 134,640.67	\$ 153,266.22	/per yr	\$ 137,333.48	\$ 156,331.54	/per yr
			/per day			/per day			/per day
Fixed rate per service day:	\$ 528.00	\$ 601.04	day	\$ 538.56	\$ 613.06	day	\$ 549.33	\$ 625.33	day
Porter hourly rate:	\$13.75	/per hr		\$ 14.05	/per hr		\$ 14.33	/per hr	
Minimum Number of Labor Hours Daily	43	/# hrs. 50	/# hrs.						

<b>6202 Materials Management / MCSO Warehouse</b>	<b>REDUCED SERVICES</b>	<b>FULL SERVICES</b>		<b>REDUCED SERVICES</b>	<b>FULL SERVICES</b>		<b>REDUCED SERVICES</b>	<b>FULL SERVICES</b>	
Labor for 250 services:	\$ 6,124.65	\$ 7,205.47	/per yr	\$ 6,247.14	\$ 7,349.58	/per yr	\$ 6,372.08	\$ 7,496.57	/per yr
Supplies:	\$ 1,688.40	ßsame as	/per yr	\$ 1,722.16	ßsame as	/per yr	\$ 1,756.60	ßsame as	/per yr
TOTAL:	\$ 7,813.05	\$ 8,893.87	/per yr	\$ 7,969.30	\$ 9,071.74	/per yr	\$ 8,128.68	\$ 9,253.17	/per yr
			/per day			/per day			/per day
Fixed rate per service day:	\$ 31.25	\$ 35.58	day	\$ 31.88	\$ 36.29	day	\$ 32.51	\$ 37.01	day
Minimum Number of Labor Hours Daily	4	/# hrs. 5	/# hrs.						

<b>6205 Elections</b>	<b>REDUCED SERVICES</b>	<b>FULL SERVICES</b>		<b>REDUCED SERVICES</b>	<b>FULL SERVICES</b>		<b>REDUCED SERVICES</b>	<b>FULL SERVICES</b>	
Labor for 250 services:	\$ 24,271.58	\$ 28,554.80	/per yr	\$ 24,757.01	\$ 29,125.90	/per yr	\$ 25,252.15	\$ 29,708.42	/per yr
Supplies:	\$ 6,691.02	ßsame as	/per yr	\$ 6,824.84	ßsame as	/per yr	\$ 6,961.34	ßsame as	/per yr
TOTAL:	\$ 30,962.60	\$ 35,245.82	/per yr	\$ 31,581.85	\$ 35,950.74	/per yr	\$ 32,213.49	\$ 36,669.76	/per yr
			/per day			/per day			/per day
Fixed rate per service day:	\$ 123.85	\$ 140.98		\$ 126.33	\$ 143.80		\$ 128.85	\$ 146.68	
Minimum Number of Labor Hours Daily	10	/# hrs. 12	/# hrs.						

**Downtown Complex**

Extra carpet shampoo/extraction:	\$ 0.08	/per sq. ft.	\$ 0.08	/per sq. ft.	\$ 0.08	/per sq. ft.
Extra strip & wax:	\$ 0.16	/per sq. ft.	\$ 0.16	/per sq. ft.	\$ 0.16	/per sq. ft.
Labor, extra services:	\$ 14.50	/per hr	\$ 14.50	/per hr	\$ 14.50	/per hr
Daytime percentage increase:	15%	%	15%	%	15%	%

**OTHER CHARGES:**

(See Exhibit 7 for locations)

Price for sanitary napkin, tampon (reg absorbency)	\$ 99.77	/ each	\$ 99.77	/ each	\$ 99.77	/ each
Price for sanitary napkin, pad #4	\$ 50.45	/ each	\$ 50.45	/ each	\$ 50.45	/ each
Filter, waterless urinal:	\$ 52.00	/ each	\$ 52.00	/ each	\$ 52.00	/ each
Custodial products not covered and billable, cost plus:	7%	(percent)				

## EXHIBIT B SCOPE OF WORK

### 1.1 CONTRACTOR RESPONSIBILITIES:

The Contractor shall supply all labor, supervision, materials, supplies, transportation, and all effort necessary to carry out the specifications herein.

### 1.2 BUSINESS HOURS AND SERVICE DAYS:

1.2.1 Regular business hours are from 6:00 AM to 6:00 PM, Monday through Friday. There are 10 County holidays, and services will not be provided on these days unless the County agency makes such request and pays for these additional services Service Days.

1.2.2 The most common number of services per year is 250 service days, which equates to 5X week service. County holidays are excluded from all services. Service days may be:

1.2.2.1 5X week janitorial service, 250 services annually

1.2.2.2 4X week janitorial service, 208 services annually

1.2.2.3 3X week janitorial service, 156 services annually

1.2.2.4 2X week janitorial service, 104 services annually

1.2.2.5 1X week janitorial service, 52 services annually

1.2.3 For sites that receive *less than* 250 services:

If a County holiday falls on a scheduled service day, the site shall be cleaned either a working day before the holiday, or a working day after the holiday. This to ensure the billing equates to the allotted total of yearly service days specified in §2.2.2.

1.2.4 There will be times when the Contractor must be called out to perform emergency cleaning requests due to storms, floods, vandalism, or extra services not covered under regular janitorial services. This may occur during business hours or after hours. The Contractor is to respond ONLY if the call is initiated by FMD staff or an authorized representative of a self-monitoring department. The Contractor shall respond within 2-hours on-site after receiving a request. Where a day porter is assigned to a campus complex and the request is made during business hours, the porter shall respond within 20 minutes.

### 1.3 PORTER STAFF:

1.3.1 Porters are on-site to monitor and resupply rest rooms, maintain common areas, and emergency clean-ups, etc.

1.3.2 Porters shall have a cell phone enabling them to be contacted when needed and shall provide the phone number to key building staff.

1.3.3 Porters are not to perform janitorial tasks.

Contractor shall utilize a separate cleaning crew for actual janitorial services or scheduled floor work for cleaning requirements specified in §2.7. Porters shall remain on-site five days per week (Longer if County agencies request and pay for six-day or seven-day services). Porter hours are listed in the Exhibit B-1 Site Locations and Data. Porters shall also be responsible to provide services to surrounding buildings when assigned to multi-site complexes. Porter must maintain a porter log (See Exhibit B-3, Porter Log), which designates time-in and time-out. Porter logs must be submitted with each invoice (See Invoicing §2.29). Porters not fulfilling a total day (as specified) will result in deductions from Contractor's monthly invoice based on the porter hourly

rate. If Contractor fails to submit the porter log with the invoice, a deduction of the full porter hourly rate, times the required hours of service missed, shall be deducted from the invoice. Porters shall be required to carry a company cell phone.

1.3.4 Porter adjacent site responsibility

<i>Site #</i>	<i>Porter Site Name</i>	<i>Other Building Responsibilities</i>
1402	Flood Control -Admin	1401, 1402, 1404; 1405, 1408, 1409
1715	Juvenile Court-Durango	1704; 1703; 1916; 1702; 1701
2033	Superior Court-NW	2029
2855	SE Public Facility	2853, 2852, 2856, 2860
2856	SE Juvenile	2871
3303	Superior Court – ECB	3308; 3401; 4137; 4157
3305	Superior Court – CCB	3301; 3303; 3304
3310	County Administration	3311; 3315; 3317; 3320; 3321; 4051; 6202; 6205
3853	Superior Court-NE	
4157	Security Building	4137
3325	Downtown Court Tower	

1.4 INFECTIOUS BIOHAZARDOUS SPILLS:

Contractor shall be notified of any infectious biohazardous waste contamination (blood, other body fluids, etc.), and, as directed by the County agency, provide trained personnel for such cleanup. Materials used to cleanup such spills shall be disposed of into an approved OSHA infectious biohazards disposal bags, following all guidelines established by OSHA for packaging and removal. It shall be the County's responsibility to dispose of any contaminated bags. Fresh unused bags shall be kept readily available by the Contractor in each janitorial closet (See Exhibit B-4, Supplies List).

1.5 SPECIAL GARBAGE PICKUP REQUIREMENTS FOR EAST COURT BUILDING (#3303)-LOWER LEVEL:

- 1.5.1 This service is a requirement of the Contractor assigned to this building, priced separately from the janitorial costs, in EXHIBIT A, PRICING.
- 1.5.2 Located in the lower level of the ECB, the County has nine (9) portable trash dollies. When full, the Contractor shall be required to transport to the North compactor located at the Madison Street Jail, east loading dock area. This service may require several trips during the course of a business day. These portable dollies require the Contractor to supply a vehicle with a 2" ball hitch, with 6-pin receptacle for the trailer lights.
- 1.5.3 This service is to be performed as often as needed to keep the lower level area free of unsightly trash overage and an empty dolly readily available. All dollies shall be emptied at the end of the business day to prevent odors from spreading to adjoining offices. This service is all-inclusive. Under a separate contract, the garbage contractor shall pickup the compactor three times per week (susceptible to change).
- 1.5.4 This service may be extended to other areas of the County. At that time, the Contractor shall be given the opportunity to price such via a written quote request.

1.6 AREAS EXEMPT FROM CLEANING SERVICES:

Exempt from this contract is cafeteria in Downtown Courts Complex called the *Change of Venue*. Other cafeterias operated by the State of Arizona, Department of Economic Security, do have restrictions: only floor care in the DES cafeteria unsecured areas will be included.



1.7 CLEANING REQUIREMENTS, MINIMUM:

- 1.7.1 The Contractor shall furnish all necessary labor, supervision, tools, equipment, supplies, transportation, and all effort necessary to perform the required services at the designated locations.
- 1.7.2 There are two (2) schedules for cleaning requirements, *Reduced Service* and *Full Service*. Full service shall mean all-inclusive cleaning; to deliver a clean building. Full service shall have absolutely no exclusions for any cleaning requirement that may have been omitted as listed below. Reduced services are those that are not all inclusive and are specific to the cleaning requirement, have some extended intervals, and thus bring a lower cost to the County. Some Reduced Service cleaning requirements have the same interval as Full Service. Attachment A, PRICING, has two (2) columns for pricing of these services. At the County's option, and based on budgets, either of the services may be selected.

Full services shall include two (2) times per year floor care, reduced service shall include one (1) time per year floor care.

1.8 DAILY INSPECTIONS:

- 1.8.1 As part of the contract administration process, the Facilities Management -or- the self-monitoring County agency, will inspect each site as deemed necessary to ensure the Contractor is in compliance with the cleaning specifications. Each shall inspect for compliance with the daily, weekly, monthly, quarterly, semi-annually, and annual specifications. An inspection form shall be utilized (See Exhibit B-2, Site Inspection Report). The form shall provide results of the inspection. The resultant may be that the cleaning requirements have been met (ACCEPTABLE), or a cleaning requirement has not been met (UNACCEPTABLE). If unacceptable, the Contractor shall correct the deficiencies within the allotted time-lines or deductions shall be made from the Contractor's monthly invoice.
- 1.8.2 Should Contractor receive a total of five (5) *Unacceptable* inspection reports in a calendar month, they shall be required to attend a meeting with the Materials Management Department and a representative of the monitoring department to discuss unsatisfactory performance and placed on a performance action plan. Persistent unsatisfactory performance may result in being placed in default and removed from the contract.
- 1.8.3 Additionally, the Contractor's night shift supervisors shall complete and sign a contractor developed Site Inspection Report indicating all areas under his/her responsibility have been cleaned per contract requirements.

1.8.4 Site Inspection Report – Exhibit B-2:

This inspection report and all resultant scoring shall be a requirement of this contract. The report is an overview of an unannounced inspection that has been performed by either an FMD Contract Compliance Inspector (CCI) or by a representative of a self monitoring department. These site inspections are part of the contract administration process. The inspections shall reveal:

- 1.8.4.1 If the Contractor has received a total score of ACCEPTABLE for all categories with no UNACCEPTABLE scores, thus no deductions shall be forthcoming. Or
- 1.8.4.2 Have experienced some discrepancies (UNACCEPTABLE) but all discrepancies have been corrected within the time line with a follow-up visit, thus no deductions shall be forthcoming. Or
- 1.8.4.3 Have experienced some discrepancies, but all or some of the discrepancies have not been corrected, and therefore deductions shall be imposed to the Contractor's end-of-month invoice. The Contractor would have been provided a copy of any discrepancies not corrected during the inspection.

The report requires signatures from the CCI staff. It shall be the responsibility of the CCI staff to input the form and subsequent submittal to the Contractor. Self-monitoring departments shall be responsible for inputting the report and forward such to the Contractor.

**1.9 DEDUCTIONS FOR WORK NOT PERFORMED:**

For failure of the Contractor to provide the routine custodial service as specified in the contract, and based on the scoring from Exhibit B-2 Site Inspection Report, the County shall deduct monies as listed in this section from the Contractor's monthly invoicing. This provision is to be used only when the work is not corrected within the allotted time frames by the Contractor or there are continuous, documented deficiencies in the Contractor's performance.

Reoccurrences: Should Contractor receive a deduction due to a lack of providing the required service, and fails again to provide that same service the following scheduled interval for the same occurrence, the normal deduction AND the reoccurrence charge shall be deducted from the Contractors' invoice.

INTERVAL	INITIAL DEDUCTION	REOCCURRENCE
Daily	\$10.00 per occurrence, per day. The Contractor shall not have an opportunity to correct this deficiency as it was to be performed on a daily basis.	\$20.00 per occurrence
1X/WK	\$15.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$30.00 per occurrence
2X/WK	\$15.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$30.00 per occurrence
3X/WK	\$20.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$40.00 per occurrence
1X/MO	\$20.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$40.00 per occurrence
Quarterly	\$25.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$50.00 per occurrence
2X/YR	\$25.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$50.00 per occurrence
1X/YR	\$30.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$60.00 per occurrence

Other

No MSDS sheets (See §1.19); OSHA violations:

Deduction

\$10.00 per incident

No English speaking staff:

\$10.00 per incident (Removal of non-English speaking employee from site and loss of applicable compensation) (See §1.21)

No County I.D. as required:

\$25.00 per incident

Lost key replacement:

Cost of service

Building re-key:

Cost of service

Failure to activate/deactivate building alarms or failure to lock doors or windows:

\$100.00 per incident, plus city surcharges

Note: Failure to provide service on a scheduled service day shall result in deduction of the fixed rate per service day for that building.

### **Section A -- General Office Areas**

Includes, but not limited to; administrative offices, conference/multipurpose rooms, auditoriums, corridors, lobbies, patio areas, landings, entry ways, handicap ramps, break rooms, lounges, fitness centers, and storage rooms:

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
A-1	Empty trash containers, replace liners	Daily	Daily
A-2	Empty recycle containers (desk side)	Daily	Daily
A-2	Clean outside surface of all office trash containers	Quarterly	1X/MO
A-3	Vacuum all areas of interior carpets	--	Daily
A-4	Vacuum all office/cubicle carpet areas	Weekly	2X/WK
A-5	Vacuum office traffic areas	2X/WK	Daily
A-6	Vacuum public areas and entry mats	Daily	Daily
A-7	Clean and dust mop lobby floors	Daily	Daily
A-8	Special clean marble floors/walls, copper ornamentals	--	Daily
A-9	Dust mop then damp mop all hard floor areas	3X/WK	Daily
A-10	Clean and sanitize drinking fountains; polish metal	Daily	Daily
A-11	Spot clean carpets in office traffic areas	1X/WK	Daily
A-12	Spray buff hard floors, restore luster, dust mop	2X/M	1X/WK
A-13	Clean all baseboards in traffic areas	Quarterly	1X/MO
A-14	Clean all non-traffic area baseboards	--	1X/YR
A-15	Dust all cleared furniture tops, vacant shelves, windowsills, ledges, and lobby benches	1X/MO	1X/WK
A-16	Empty public ashtrays (interior and exterior)	Daily	Daily
A-17	Broom entryways, clean up cobwebs, mud, pick up litter, etc. (Up to 20 ft. out); Use water hose when required	Daily	Daily
A-18	Clean public entry doorways, glass, handles, kick plates and adjacent glass	Daily	Daily
A-19	Clean non-public doorway areas (doors/landings)	1X/MO	1X/WK
A-20	Clean exterior surface of all trash receptacles located external to the building	1X/MO	1X/WK
A-21	Clean and sanitize public telephones	Daily	Daily
A-22	Clean surfaces of exterior patio furniture	3X/WK	Daily
A-23	Break room/lounge- clean counters, table tops, chairs, sinks, and restock supplies. If carpeted, spot clean and vacuum; if hard floor, sweep then damp mop	Daily	Daily
A-24	Vacuum all office fabric upholstery	Quarterly	1X/MO
A-25	Clean office washable non-fabric seating	1X/MO	1X/WK
A-26	Heavy sweep all patios, exterior stairwells, steps, ramps. Clean any railings	1X/M	1X/WK
A-26	Dust artwork, whiteboards, silk plants/trees	2X/YR	Quarterly
A-28	Fitness Center- clean and sanitize all fitness equipment (if applicable)	Daily	Daily
A-29	Fitness Center- clean exterior surfaces of lockers and interiors of vacant lockers (if applicable)	2X/YR	Quarterly
A-30	Dust/vacuum HVAC vents	1X/YR	2X/YR
A-31	Strip, clean, seal, and finish all hard floors	1X/YR	2X/YR
A-32	Extract and shampoo all carpet	2X/YR	2X/YR
A-33	Dust or vacuum all window coverings (blinds, drapes, etc.)	1X/YR	Quarterly
A-34	Clean all ceiling light diffusers (office areas)(up to 9 ft height)	1X/YR	2X/YR

**□Section A – General Office Areas – Libraries**

The following additional services shall apply at all Library locations:

A-35	Vacuum all office fabric upholstery and spot clean	N/A	1X/MO
A-36	Dust and clean all public computers, keyboards, monitors, printers and tables located in the public areas of the library	N/A	Daily
A-37	Dusting of books on shelves and book shelves. This may be done in sections during normal service to insure that all shelves and books are dusted once a month.	N/A	1X/MO

**□Section B – Elevators, Landings, and Stairwells**

B-1	Empty trash containers located at landings, replace liners.	2X/WK	Daily
B-2	Clean outside surface of all trash containers located at landings	1X/MO	1X/WK
B-3	Clean elevator interior all surface of walls, doors (inside and out), railings, and button panels	Daily	Daily
B-4	Clean elevator door tracks and landing tracks	1X/WK	Daily
B-5	Clean both sides of light diffusers in elevators	1X/YR	2X/YR
B-6	Dust mop, then damp mop elevator tiled floors, vacuum carpeted floors. Spot clean both types	2/WK	Daily
B-7	Strip and wax elevator tiled floor; if carpeted, shampoo	2X/YR	Quarterly
B-8	Clean elevator building floor landings. Floor should be free of stains	1X/MO	Daily
B-9	Clean all interior building stairwells and stairwell landings. Clean stair railings	Quarterly	2X/MO
B-10	Clean wall mounted light fixtures located in stairwells	Quarterly	2X/MO
B-11	Clean doors (in/out) of all floors servicing stairwells	Quarterly	2X/MO
B-12	Remove any cob webs on ceilings/walls of stairwells	Quarterly	2X/MO

**□Section C – Data Processing Areas**

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
C-1	Empty trash containers, replace liners	Daily	Daily
C-2	Empty recycle containers (desk side)	Daily	Daily
C-2	Clean outside surface of all office trash containers	Quarterly	1X/MO
C-3	Vacuum all office/cubicle carpet areas	2X/WK	Daily
C-4	Vacuum all area of interior carpet areas	--	Daily
C-5	Vacuum office traffic areas	2X/WK	--
C-6	Lightly damp mop elevated floors	1X/WK	Daily
C-7	Wet mop hallways and office tiled floors	3X/WK	Daily
C-8	Spot clean carpets and hard floors	1X/WK	Daily
C-9	Dust furniture, window sills, and ledges	1X/M	1X/WK
C-10	Vacuum behind data equipment	1X/M	Daily
C-11	Remove cobwebs from walls and ceilings	2X/YR	Quarterly
C-12	Clean HVAC vents	1X/YR	2X/YR
C-13	Dust or vacuum window coverings (blinds, drapes, etc.)	1X/YR	Quarterly

C-14	Extract and shampoo all carpet	1X/YR	2X/YR
C-15	Strip, clean, seal, and finish all hard floors	1X/YR	2X/YR
C-16	Clean all ceiling light diffusers (up to 9' height)	1X/YR	2X/YR

### **□Section D – Restroom, Showers, Locker Rooms**

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
D-1	Empty trash and replace liners	Daily	Daily
D-2	Clean outside surface of all trash containers	Quarterly	1X/WK
D-3	Restock supplies	Daily	Daily
D-4	Clean mirrors, countertops, sinks, fixtures	Daily	Daily
D-5	Clean toilet bowls, seats, rims, base	Daily	Daily
D-6	Clean urinals	Daily	Daily
C-7	Spot clean walls- remove soil, graffiti, other foreign matter	Daily	Daily
D-8	Soap clean all perimeter walls	Quarterly	Quarterly
D-9	Mop floor with germicidal solution	Daily	Daily
D-10	Clean and polish stainless steel and chrome surfaces	Daily	Daily
D-11	Clean and sanitize showers using germicidal solution	Daily	Daily
D-12	Pour 1-gallon germicidal solution into floor drains of RR	1X/WK	1X/WK
D-13	Remove cobwebs on walls/ceilings	As needed	As needed
D-14	Fully clean all partition walls and door surfaces	1X/MO	1X/WK
D-15	Clean HVAC vents	1X/YR	2X/YR
D-16	Machine scrub floors	1X/MO	1X/WK
D-17	Clean ceiling/wall light diffusers	1X/YR	2X/YR

### **□Section E – Medical Labs and Clinic Areas**

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
E-1	Empty trash and replace liners	Daily	Daily
E-2	Empty recycle containers (desk side)	Daily	Daily
E-2	Clean outside surface of all lab/clinic trash containers	Quarterly	1X/MO
E-3	Dust window sills and other horizontal surfaces	Daily	Daily
E-4	Clean glass in display partitions and on interior doors	Daily	Daily
E-5	Clean door handles, push plates, and kick plates	Daily	Daily
E-6	Clean sinks and adjacent countertop areas	Daily	Daily
E-7	Dust mop floor, wet mop with germicidal solution	Daily	Daily
E-8	Empty infectious /biohazard waste into appropriate receptacles and dispose of accordingly	Daily	Daily
E-9	Spot clean carpet and hard floors	1X/WK	Daily
E-10	Spray buff finished floors, dust mop	1X/M	1X/WK
E-11	Vacuum carpeted exam rooms; if tile dust mop in same manner	Daily	Daily
E-12	Clean and polish stainless steel exam tables	1X/M	1X/WK
E-13	Pour 1-gallon germicidal solution into floor drains	1X/WK	Daily
E-14	Damp wipe exterior surfaces of lab refrigerators	Quarterly	1X/MO
E-15	Dust or vacuum window coverings (blinds, drapes, etc.)	1X/YR	Quarterly
E-16	Clean HVAC vents	1X/YR	2X/YR
E-17	Extract and shampoo all carpet	1X/YR	2X/YR
E-18	Strip, clean, seal, and finish all hard floors	1X/YR	2X/YR
E-19	Clean all ceiling light diffusers	1X/YR	2X/YR

**Section F - Courtrooms**

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
F-1	Empty trash and replace liners	Daily	Daily
F-2	Empty recycle containers	Daily	Daily
F-2	Clean outside surface of all office trash containers	Quarterly	1X/WK
F-3	Vacuum all carpeted areas	Daily	Daily
F-4	Dust mop all hard floors then damp mop	Daily	Daily
F-5	Dust clean and polish judges desk and bench	Daily	Daily
F-6	Clean all non-fabric courtroom seating	Daily	Daily
F-7	Vacuum and spot clean all fabric seating	Daily	Daily
F-8	Dust all horizontal surfaces	1X/WK	Daily
F-9	Spot clean carpeted areas and hard floor areas	1X/WK	Daily
F-10	Spray buff hard floors, dust mop	1X/M	1X/WK
F-11	Dust or vacuum window coverings (blinds, drapes, etc.)	1X/YR	Quarterly
F-12	Clean HVAC vents	1X/YR	2X/YR
F-13	Clean baseboards in traffic areas	Quarterly	1X/MO
F-14	Extract and shampoo all carpet	1X/YR	2X/YR
F-15	Strip, clean, seal, and finish all hard floors	1X/YR	2X/YR
F-16	Clean all ceiling light diffusers	1X/YR	Quarterly
F-17	Remove all gum from benches, furnishings and counsel tables	Daily	Daily
F-18	Clean sound boards per manufacturer's specifications	Weekly	Weekly

**Section G -- Janitorial Closets**

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
G-1	Clean custodial sink	Daily	Daily
G-2	Rinse clean all mop buckets	Daily	Daily
G-3	Clean all custodial equipment	Daily	Daily
G-4	Keep room tidy	Daily	Daily
G-5	Empty trash containers	Daily	Daily
G-6	Spot clean walls and doors	Quarterly	Quarterly
G-7	Sweep and damp-mop floor	1X/WK	Daily
G-8	Clean HVAC vent	1X/YR	2X/YR

**Section H -- Outside Refuse Areas, Loading Docks**

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
H-1	Inspect immediate area and pickup loose debris	3X/WK	Daily
H-2	Sweep load dock and pickup litter (If applicable)	3X/WK	Daily
H-3	Clean around compactor. If unit is taken, clean entire area	2X/MO	1X/WK

**Section H -- Outside Refuse Areas, Loading Docks, Building Approach - Libraries**

The following services shall apply at all Library locations:

H-4	Check outdoor trash/cigarette urns on approach to building. Remove butts daily, empty when container is 1/2 full and replace liner.  <u>NOTE:</u> Trash/cigarette urns are approximately 75-100 feet from building main doors	Daily	Daily
H-5	Pick-up litter located on or adjacent to walkways to building.	Daily	Daily

**Section J -- Parking Garages, Breezeways/Bridges to Buildings**

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
J-1	See Section B-1 thru B-7 for elevator service and apply	Section B	Section B
J-2	See Section B-8 thru B-12 for stairwell cleaning	Section B	Section B
J-3	Clean elevator garage floor landings (max. 20' out). Floor should be free of stains	1X/WK	Daily
J-4	Empty trash receptacles and replace liners (on all levels and all areas)	Daily	Daily
J-5	Clean out ashtray located in elevator landing areas	2/WK	Daily
J-6	Clean exterior surface of all trash receptacles located at landings	Quarterly	1X/WK
J-7	Vacuum carpeted breezeways /bridges if carpeted	2X/WK	Daily
J-8	Sweep hard floor breezeways/bridges	1X/WK	2X/WK
J-9	Dust sills on breezeways/bridges	1X/M	1X/WK
J-10	Extract and shampoo all carpeted breezeways/bridges. Damp mop hard floor if finish sealed	1X/YR	2X/YR

**Section K -- Special Additional Instructions for Porters at Other Porter-Assigned Sites**

K-1	Public areas – vacuum all carpet; dust mop all hard floor	Daily
K-2	Monitor public entrances (ashtrays, trash containers, litter, etc.)	Daily
K-3	Day clean section called <i>Expedited Service</i> @ Bldg. 2855 (690 sq. ft.)	Daily
K-4	Day clean section called Exhibit Office @ Bldg. 2855 (805 sq. ft.)	Daily
K-5	Day clean areas so designated @3853	Daily

1.10 SPECIAL INSTRUCTIONS FOR PARKING GARAGES:

1.10.1 **Parking garages shall not include the actual parking areas.** Cleaning is to include, but not limited to:

1.10.1.1 Elevators;

1.10.1.2 Floor landings where the elevator stops. Area shall be free of stains;

1.10.1.3 All trash containers throughout the entire floor (parking level) shall be emptied and externally cleaned;

1.10.1.4 All stairwells cleaned as scheduled in §1.9, B-9 thru B-12.

1.10.1.5 The cleaning breezeways/bridges to buildings.

1.10.2 The square footages listed in Exhibit B-1 Site Locations and Data for sites with elevators are the total of all landings for all floors, and is included, if the parking garage is part of an office building. Landings are measured from the elevator threshold twenty (20) feet out by the total width of all elevators.

**1.11 RESTOCKING, SANITARY NAPKIN DISPENSER UNITS:**

1.11.1 Exhibit B-5, Sanitary Napkin Machine Locations, contains the locations of all sanitary napkin machines in County buildings. The Contractor's staff shall be responsible to keep the sanitary napkin units filled. The cost of such shall be included in the Fixed Rate per Service Day rate. The schedule to maintain supplies shall be placed on a monthly service interval. Some sites may require shorter or longer intervals dependant on usage history.

1.11.2 The Contractor shall be responsible to order product and resell to the County as a separate line item listed in Attachment A, PRICING. The Contractor shall be provided keys for each machine. The machines utilize one of two types of sanitary napkins. At a minimum, the Contractor is to restock with:

1.11.2.1 Tampon, regular absorbency

1.11.2.2 Napkin pad, package #4

1.11.3 The County shall be responsible for machine mechanical maintenance. Collections of revenue from the machines shall be the responsibility of the Contractor. All revenue collected shall be kept by the Contractor as part of the cost to administer this service.

**1.12 WATERLESS URINAL FILTER CHANGE-OUT:**

1.12.1 The County has in use at various locations waterless urinals. More may be added as needed. The Contractor shall be responsible for the filter change-out labor of these units. The filter change-out to be placed on an eight-week service interval (or more frequently if odors are present) and included in the fixed rate per service day. The change-out process takes about five (5) minutes per urinal. The tool to remove the old filter is included with the new filter.

1.12.2 Buildings that require this service are:

1.12.2.1 FMD Building [3311]

1.12.2.2 County Administration Building [3310]

1.12.2.3 Downtown Justice Courts [4053]

1.12.2.4 Santan Justice Court [1216]

1.12.2.5 Scottsdale Adult Probation [4608]

1.12.2.6 Southeast Public Facility [2855]

1.12.3 The County shall be responsible for maintenance and repairs of these urinals. The Contractor shall be responsible to procure replacement filters, billable back to the County as bid in Attachment A, PRICING.

1.12.4 Replacement filters may be obtained from Falcon Water free Technologies or local janitorial supply firms.



1.13 PRODUCT DISPENSERS:

- 1.13.1 All dispensers requested by the County (towel, toilet paper, soap, toilet seat cover, etc.) shall be obtained by the Contractor and supplied to the County at no additional cost. Existing dispensers, if worn or broken, and therefore need replacement, shall be replaced and installed by the Contractor.
- 1.13.2 The toilet dispensers are a mix of standard single-roll type and JRT JR. (Single roll and double roll). Paper towels dispensers are either C-fold, single fold, or rolled. Please see Exhibit B-4, Supplies List, regarding the use of proprietary dispensers.  
If a new dispenser is requested by the County where there was none before, the dispenser shall be supplied by the Contractor at no additional cost to the County and installed by the County.
- 1.13.3 If the County deems additional dispensers are needed at sites, the Contractor must provide the unit at no additional cost to the County

1.14 SUPPLIES:

- 1.14.1 Exhibit B-4, Supplies List is the minimum supply requirements. Contractor must meet or exceed the quality as listed in the supply exhibit.
- 1.14.2 Cleaning solvents shall be biodegradable, phosphate free and citrus-based when their use will not compromise health and quality of service or increase operational costs.
- 1.14.3 Various County Sites are on septic systems. All products shall be septic safe and meet septic system manufacturer guidelines for cleaning products.
- 1.14.4 All surfactants and detergents shall be readily biodegradable and shall not contain phosphates as long as they do not denigrate service or equipment.
- 1.14.5 Industrial and institutional cleaning solvents hand soaps and paper products shall meet Green Seal certification standards or environmental preferably and performance standards established by the using or monitoring agency.
- 1.14.6 Samples of paper products shall be submitted to the County prior to contract award. Thirty percent postconsumer waste recycled paper shall be the standard when price and quality of service is equal and health and safety of employees is not prejudiced. Once approved, paper products shall not be changed to a lower product grade. Request to change paper products must have approval from the Facilities Management Department.
- 1.14.7 The following is a register of common supplies. Dispensers shall be furnished by the contractor at no additional cost to the County. The dispensers themselves may be proprietary; however, the paper product must be generic size. Adapters to convert a proprietary dispenser to generic paper rolls are acceptable. Not all sites require the JRT JR. toilet tissue dispensers.
  - 1.14.7.1 Toilet Tissue
    - 1.14.7.1.1 JRT JR. (approx. 1,100 ft. rolls) no less than 3.75" wide, 2-ply
    - 1.14.7.1.2 Toilet tissue, standard roll, 2-ply
  - 1.14.7.2 Paper Towels: White or Natural
    - 1.14.7.2.1 Rolls no less than 8" wide, no proprietary types
    - 1.14.7.2.2 C-fold, 1-ply
    - 1.14.7.2.3 Single fold, 1-ply

1.14.7.3 Trash Can Liners

1.14.7.3.1	Small	24X24	.31 mil
1.14.7.3.2	Medium	30X37	.39 mil
1.14.7.3.3	Large	-40X48	.66 mil

1.14.7.4 Infectious/Biohazardous Receptacle Disposal Bags

1.14.7.4.1	Small	24X24	.31 mil
1.14.7.4.2	Medium	30X37	.39 mil
1.14.7.4.3	Large	40X48	.66 mil

Note: All infectious/biohardous disposal bags to be “red” color; must meet OSHA regulations for waste containment; must have universal biohazardous markings; must have English/Spanish infectious waste imprint.

1.14.7.5 Toilet seat covers

1.14.7.5.1 Shall fit existing wall dispensers

1.14.7.6 Soap

1.14.7.6.1 Gravity fed hand soap dispensers

1.14.7.7 Toilet bowl/urinal deodorizers w/ screen (optional as determined by County)

1.14.7.7.1 The Eco Blue Cube shall be used in all urinals unless noted otherwise  
 1.14.7.7.2 Zum Waterless Urinals (White Tanks Library) shall use the Zum Green Sealant

1.14.7.8 Tampons and napkin pads

1.14.7.9 Ash Tray Sand

1.14.7.9.1 Kiln dried, white only, no play sand

1.14.7.10 Septic Systems

1.14.7.10.1 Various County Sites are on septic systems. All products shall be septic safe and meet septic system manufacturer guidelines for cleaning products.

1.15 **CONTRACTOR EQUIPMENT:**

All electrical powered equipment utilized by the Contractor must be operating within manufacturer’s specifications and available for inspection by the County. Inspections may be conducted by FMD or the self-monitoring County department. The County reserves the right to bar Contractor’s equipment from use in County buildings if such equipment is adjudged unsafe, posing a health and/or safety hazard. Vacuum cleaners shall meet the requirements of the Carpet and Rug Institute’s “Green Label Testing Program-Vacuum Cleaner Criteria” (capable of capturing 96 percent of particles measuring 0.3 microns and operating with a sound level less than 70dBA.

Continue to systematically replace existing cleaning equipment with equipment that meets the sustainability criteria outlined in LEED IEQ Credit 3.4: Green Cleaning – Sustainable cleaning Equipment.

**1.16 DAYTIME PERCENTAGE INCREASE:**

- 1.16.1 Most sites in Exhibit B-1 are for night cleaning, a few are listed for day cleaning, and some are a mix. Should a site listed as NIGHT cleaning be converted to DAY cleaning, or a portion thereof, the daytime percentage shall be used to calculate the cost for the conversion.
- 1.16.2 A percent premium shall be paid to the Contractor who holds the responsibility for a County building when a County agency requests conversion from night cleaning to day cleaning, or a portion of the site. The total square foot to be converted to day cleaning will be multiplied by the global square foot price, and multiplied by the premium percentage rate, the differential becomes the *additional cost* the Contractor shall be compensated to clean the desired area during daytime hours.

**1.17 GLOBAL SQUARE FOOT PRICING:**

The global square foot pricing is a cost per square foot to clean a particular facility. This figure is obtained by taking the annual total cost for the facility (Labor and Supplies) divided by the total square footage of the building.

**1.18 UNOCCUPIED SPACE:**

- 1.18.1 There may be times when a portion of a building becomes “unoccupied” for various reasons. Upon notice from the County, the Contractor will be instructed to cease cleaning the unoccupied portion, and the County shall receive a credit based on the Global Square Foot Cost each day unoccupied. The total square footage of the unoccupied space will be multiplied by the facilities Global Square Foot Cost and subtracted from the total fixed rate per service day. Should the site become re-occupied, fully or partially, the cost will be recomputed.
- 1.18.2 In order to qualify for the unoccupied credit, the following two conditions must occur:
  - 1.18.2.1 25% or more of the total square foot of the floor must be unoccupied, and
  - 1.18.2.2 a minimum 30-day site un-occupancy

**1.19 MATERIAL SAFETY DATA SHEETS:**

- 1.19.1 The Contractor shall provide Material Safety Data Sheets (MSDS) that comply with OSHA Title 29, section 1910.2000 for all chemicals intended for use in County facilities. If new chemical products are introduced or new janitorial employees are hired, the Contractor is responsible for reviewing the MSDS sheets with employees and to ensure that all employees understand and are trained in the safe use of all materials. The Contractor shall provide to the County a signed affidavit stating all Contractor employees assigned to County sites have read, understand, and have been trained in the safe use of all chemicals used in the performance of their duties. The MSDS sheets must be legible, and printed in English and Spanish. Only MSDS sheets for chemicals/cleaners used on-site are to be displayed. Published books containing all industry MSDS sheets are NOT acceptable.
- 1.19.2 All containers of cleaning materials, both stored and used, must be properly labeled as per OSHA requirements. The County will confiscate all cleaning agents that are not properly labeled.
- 1.19.3 Material Safety Data Sheets (MSDS) on ALL chemicals stored and used must be kept in EVERY janitorial or storage closet in which chemicals are kept. NO EXCEPTIONS. If there are no janitorial closets in a building, the Contractor must keep the MSDS sheets readily available on the service cart. The MSDS sheets are to be readily accessible and visible, preferably attached to wall or door. Contractor shall be responsible for any fines imposed for lack of their performance regarding MSDS sheets.

**1.20 SUPPLY STORAGE:**

The County will provide a storage room for supplies at each site if possible. Not all sites have janitorial closets, and not all sites with janitorial closets have sink facilities. The Contractor must provide supplies via their crew trucks to sites that do not have supply room provisions. All storage areas used by the Contractor will be kept in a neat manner by the Contractor. The supply area will be kept free of any offensive odor. Damp mopping, spot cleaning, and dusting shall be done on a routine basis. All materials and supplies shall be stored in an orderly manner.

**1.21 ENGLISH SPEAKING REQUIREMENT:**

1.21.1 The Contractor's job supervisor porters and additional personnel as deemed necessary by the Facilities Management Department or the County Department, must be literate and fluent in the English language. There is to be at least one (1) person or more, as directed by the Facilities Management Department, or the County Using Department, on each shift on site, who can speak, read and writes English. Porters MUST speak fluent English. This is not meant to require that all Contractor personnel speak, read, and write English. Most tasks may require only the job supervisor, crew leader, or a crewmember to speak, read, and writes English. This requirement is necessary due to the following reasons, which include but are not limited to:

1.21.1.1 Warnings of emergencies and hazards.

1.21.1.2 Preparation of reports as specified.

1.21.1.3 Communication with Maricopa County personnel and tenants.

1.21.2 Due to the significance of the above listed reasons, the English requirement is to enhance communications between the Contractor representatives, FMD, the County Departmental personnel, between the Contractor representatives and the public. Violations shall result in the immediate removal of employees with a corresponding deduction in daily billings until satisfied.

**1.22 EMPLOYEES OF THE CONTRACTOR:**

1.22.1 No one except authorized employees of the Contractor is allowed on the premises of Maricopa County Buildings. Contractor's employees are NOT to be accompanied in their work area by acquaintances, family members, assistants, or any other person unless said person is an authorized employee of the Contractor. Failure of Contractor to meet this requirement will result in permanent removal of custodial employee from County buildings. It shall be a requirement of the Contractor to have all staff performing work at the County sites pass security screening. The cost of this requirement shall be performed by the County and the cost incurred by the County. The Contractor shall also provide the County with a current employee register quarterly. This register must contain the Name, Social Security Number, Phone Number, and Address of all employees assigned to this contract. If changes to the register occur, the Contractor must inform the County via electronic notice immediately.

**1.22.2 Back Ground Checks:**

Background checks will be a requirement for all employees of Contractor's staff providing services to the County. The cost of this service shall be incurred by the County.

**1.22.3 Required Company Uniforms:**

All employees must wear a company uniform (shirt or vest), identified with the company name at all times.

**1.22.4 Removal Of Contractor's Employees:**

The Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work. The County may require that the Contractor remove from the job

covered by this contract, any employee who endanger persons or property or whose continued employment under this contract is inconsistent with the interest of Maricopa County.

1.22.5 Contractor employees shall not provide access to County facilities to anyone.

**1.23 CONTRACTOR GET-READY TIME LINE:**

After award of this Contract, the Contractor shall have thirty (30) days to acquire equipment, staff, and all other requirements needed to perform the specifications of this Contract.

**1.24 BUILDING SECURITY:**

1.24.1 The Contractor's staff shall be provided keys to County facilities. These may be acquired by:

1.24.1.1 Keys stay on-site. Employee signs-out a set of keys (all looped on a single key ring) upon arrival at site, and must turn-in key set after completion of duties, or

1.24.1.2 Providing permanent key(s), wherein Contractor's employee signs for key as a responsible individual. Should an employee leave Contractor's work force, the signed for keys must be returned to the County. Keys not returned will cause the County to re-key the ENTIRE building and the cost be borne by the Contractor.

1.24.1.3 In lieu of or in addition to keys, the Contractor may be provided card access badges at the discretion of the Facilities Management Department.

1.24.2 Contractor shall be responsible for securing all buildings, offices, and facilities at the time of their service. Failure to comply will make Contractor responsible for all losses of County Property. If building must be re-keyed due to Contractor's staff losing key(s), or failure to return signed for keys after dismissal/departure of employee, costs of re-keying shall be borne by Contractor.

1.24.3 All entrance doors shall be locked after hours. This includes interior doors that connect rooms regularly open the public and restricted quarters. Such doors that are left unlocked in a secured area are subject to a charge.

1.24.4 Contractor's employees entering or leaving the building after hours shall make sure the doors described in §1.24.3 are locked at all times. They shall be alert upon entering and leaving buildings to ensure that no unauthorized persons are waiting to gain access to the building. Doors shall not be unlocked for anyone at anytime, or for any reason, while cleaning buildings. Janitor and storage closet doors shall be locked at all times. Fines imposed to County by local municipalities due to negligence of Contractor's staff to properly energize alarm system shall be borne by the Contractor.

1.24.5 Keys for buildings under the control of the Superior Court shall be controlled by the Superior Court Security Director.

**1.25 BILLABLE WORK:**

Non-scheduled work, that is, work requested that is not covered under the normal day-to-day cleaning activities, shall be billed as Time and Materials. There will be a separate line item price based on an hourly rate in Attachment A, PRICING. All additional work must be billed separately. Within twenty-four (24) hours after receiving a verbal notice to proceed, the Contractor obtains a LETTER OF AUTHORIZATION TO PROCEED from the Contract Compliance Inspector staff person or the authorized representative of the County self-monitoring department. This authorization to be attached to invoice when billed for the work.

All work NOT authorized by FMD Contract Compliance Inspector staff shall be billed directly to the department authorizing the work.

**1.26 DAMAGE TO COUNTY PROPERTY:**

The Contractor shall carry on the above specifications in such manner that does not damage County property. In the event damage occurs to Maricopa County property or adjacent property by reason of custodial service operations performed under this Contractor, the Contractor shall replace or repair the same at no cost to the County. If damage caused by the Contractor has to be repaired or replaced by the County, the cost of such work shall be deducted from monies due the Contractor. Examples of possible damages are: improper control of floor machine, causing machine to slam into baseboards, splitting, cracking, or penetrating wall; improper use of carpet cleaners that cause bleaching of colors or staining; washing of painted wall that causes discoloration or staining, or other types of damages.

**1.27 REFRIGERATOR CONTENTS – DAMAGED GOODS:**

Electrically controlled refrigeration units containing drugs, vaccines, serums, medical supplies, etc., wherein contents have been damaged due to electrical source of refrigerated unit circuit breaker being manually tripped 'off', (used as an on/off switch), or said equipment unplugged by Contractor's staff, shall be Contractor's responsibility to replace said drugs, vaccines, serums, or medical supplies if so damaged.

**1.28 DEFINITIONS:**

The following are definitions used by the County for evaluating custodial service.

- 1.28.1 CLEAN: Free from dirt, dust, lint, stain, streaks, or debris from any surface.
- 1.28.2 CLEANING OF CARPET: The term 'cleaning' of carpet shall entail using a rotating process of one time bonneting and the next time extraction.
- 1.28.3 DAMP MOPPING: A satisfactorily mopped floor is completely without dirt, dust, marks, film, streaks, debris, or standing water.
- 1.28.4 DUST MOPPING: Use of a cut-fringe or looped-end dust mop, to pickup loose dust and dirt, pieces of paper, cigarette butts, and similar materials, on non-carpeted floors.
- 1.28.5 DUSTING (VERTICAL/HORIZONTAL): A properly dusted surface is completely free of all dirt and dust, streaks, lint, dead bugs, and cobwebs.
- 1.28.6 EXTRACTION CARPET PROCESS: This process entails pre-spraying the carpet with diluted shampoo, and extraction with clear hot water.
- 1.28.7 FINISHED FLOOR (Application): A floor is satisfactorily finished when all old wax has been completely removed, and sufficient coats of sealer and wax have been applied with enough drying time between each coat to assure no streaking, bubbling and yellowing. This will include all vinyl and baseboard areas.
- 1.28.8 GLASS CLEANING: Glass is clean when all glass surfaces are completely without dirt, streaks, film, unwanted stickers or glue, and mineral deposits.
- 1.28.9 HEAVY SWEEPING: Removal of dirt and coarse debris from outdoor stairwells, sidewalks, and entrances.
- 1.28.10 HVAC: Heating Ventilation Air Conditioning
- 1.28.11 LOBBY: Access to building leading into open area. A corridor or hall connected to a larger room or series of rooms and used as a passageway for both public and building employees.
- 1.28.12 METAL CLEANING: All cleaned metal surfaces are without deposits, tarnish or streaks, and with a uniform bright appearance. Any cleaner used is to be removed from adjacent surfaces.

- 1.28.13 **PLUMBING FIXTURES & DISPENSER CLEANING:** Plumbing fixtures and dispensers are clean when left free of all deposits, dust, streaks, film, odor, and stain.
  - 1.28.14 **POLISHING OF FINISHED FLOORS:** All finished floors will be polished sufficiently for maximum gloss, removal of surface dirt, and have a uniform appearance without streaks. Only non-skid or approved finished will be used. All base molding surfaces will be protected and kept clean and uniform without marks, streaks, stains, OR DAMAGE.
  - 1.28.15 **PORTER:** Custodian who does minor routine cleaning of the premises, such as, but not limited to: responds to emergency cleanups; ensures supplies are stocked in restrooms/break rooms during the course of the day; dusting; light vacuuming if requested by using departments; monitors entranceways for cleanliness. (Does not: make coffee, filing, moving furniture, etc. at the pleasure of the using agency). The porter may provide some cleaning requirements as listed in §2.8 Section K and L; and Exhibit B-1, Site Locations and Data.
  - 1.28.16 **PUBLIC AREA:** Any open area within a building used by the public or the building employees for waiting, meeting, or conversing for County business (see also lobby).
  - 1.28.17 **SCRUBBING:** Scrubbing is satisfactorily performed when all surfaces are without embedded dirt, cleaning solution, film, debris, stains, streaks, marks and standing water. Floor must have a uniformly clean appearance. A plain water rinse must follow the scrubbing process immediately.
  - 1.28.18 **SPOT:** A small area visibly different (as in color, finish, or material) from the surrounding area. Further defined as a soiled area less than 3" in size or diameter.
  - 1.28.19 **SPOT CLEANING:** A surface adequately spot cleaned is free of all stains, deposits, and is free of cleaning marks.
  - 1.28.20 **SPOT CLEANING CARPETS:** A carpet adequately spot cleaned is free of all stains, deposits, or spills. (Exceptions: Any stain, vendor has made every attempt to remove by industry standards, and such stain has become permanent to the surface). Care will be taken to use a product for cleaning that will not harm or discolor the carpet fibers or backing.
  - 1.28.21 **SPRAY BUFFING:** Use of a floor machine with a white pad only, and occasional spray of floor wax to remove scuffs, minor stains, to produce a uniform luster appearance without streaks. Dust mopping afterwards to pickup any loose wax particles, dirt, debris, or foreign material.
  - 1.28.22 **STAIN:** A soiled or discolored area that exceeds 3" in size or diameter.
  - 1.28.23 **SWEEPING/VACUUMING:** A properly swept/vacuumed floor is completely free of all dirt, grit, dust, lint, and dead bugs, staples, paper clips, or any other debris.
  - 1.28.24 **TRAFFIC AREA:** Any area in a building where the volume of public and/or building employees traverses through and along a route.
  - 1.28.25 **VACANT or UNOCCUPIED SPACE:** Space vacant/unoccupied due to temporary move because of construction or departmental needs.
  - 1.28.26 **WALL WASHING:** After cleaning, the surfaces of all walls, ceilings, exposed pipes and equipment, will have a uniform clean appearance, free from dirt, stains, streaks, lint, and cleaning marks. Painted surfaces must not be damaged. Hard finished wainscot or glazed ceramic tile surfaces must be bright, free of film, streaks and deposits.
- 1.29 Contractor shall implement and maintain an on-going Exposure Control Plan.

This shall be a written Exposure Control Plan, documented proof of compliance with OSHA- mandated employee training, Hepatitis-B vaccination requirements, and a demonstrated history of compliance with

all aspects of OSHA's Blood Borne Pathogens Standard. Contractor is responsible for the cost of meeting all OSHA requirements

- 1.30 Contractor shall maintain an on-going Quality Control System.

This shall include the philosophy and methodology they plan to use to ensure quality service is performed, and how Contractor plans to apply this plan to this Contract

- 1.31 Contractor shall maintain an on-going Hazard Communication Program.

This shall be a written Chemical Hygiene and Safety Plan, documented proof of compliance with OSHA-mandated employee training, and demonstrated history of compliance with all aspects of OSHA's Hazard Communication Standard.

- 1.32 FACILITIES:

During the course of this Contract, the County shall provide the Contractor's personnel with adequate workspace as may be required by Contractor to carry out its obligation enumerated herein.

- 1.33 DELIVERY:

It shall be the Contractor's responsibility to meet the proposed delivery requirements. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

- 1.34 STRATEGIC ALLIANCE for VOLUME EXPENDITURES (\$AVE):

The County is a member of the \$AVE cooperative purchasing group. \$AVE includes the State of Arizona, many Phoenix metropolitan area municipalities, and many K-12 unified school districts. Under the \$AVE Cooperative Purchasing Agreement, and with the concurrence of the successful Respondent under this solicitation, a member of \$AVE may access a contract resulting from a solicitation issued by the County. If a firm **does not** want to grant such access, **please so state** in your proposal. In the absence of a statement to the contrary, the County will assume that you do wish to grant access to any contract that may result from this Request for Proposal.

- 1.35 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS (ICPA's)

County currently holds ICPA's with numerous governmental entities throughout the State of Arizona. These agreements allow those entities, with the approval of the Contractor, to purchase their requirements under the terms and conditions of the County Contract. Please indicate on Attachment A, your acceptance or rejection regarding such participation of other governmental entities. Your response will not be considered as an evaluation factor in awarding a contract.



## EXHIBIT B-1 SITE LOCATION AND DATA

All square footages and counts are estimates and should be verified by the Respondent.  
If exclusions are NOT stated, the entire building shall be considered for services.  
For listings of quantities/locations of sanitary napkin machines, see Exhibit 7.

0406	<i>MCDOT - Buckeye Service Facility</i> <i>26449 Highway 85</i> <i>Buckeye, AZ</i>		
	<hr/>		
	4X/WK DAYS		
	Total Square Feet .....	2,832	/ sq. ft.
	Carpet .....	0	/ sq. ft.
	Hard Floor .....	2,832	/ sq. ft.
	# Restrooms .....	3	/ ea.
	# Fixtures .....	9	/ ea.
	Employees .....	21	/ ea.
	Avg. Visitors .....	5	/ daily
	<i>Special Instructions:</i> Includes sign shop office		
1214	<i>Chandler WIC</i> <i>3002 N. Arizona Ave. #13</i> <i>Chandler, AZ</i>		
	<hr/>		
	5X/WK NIGHTS		
	Total Square Feet .....	2,520	/ sq. ft.
	Carpet .....	1,260	/ sq. ft.
	Hard Floor .....	1,260	/ sq. ft.
	# Restrooms .....	2	/ ea.
	# Fixtures .....	6	/ ea.
	Employees .....	6	/ ea.
	Avg. Visitors .....	250	/ daily
	<i>Special Instructions:</i> NONE		
1217	<i>Ed Robson Branch Library</i> <i>9330 E. Riggs Rd.</i> <i>Chandler, AZ</i>		
	<hr/>		
	3X/WK NIGHTS - M,Tu,F		
	Total Square Feet .....	6,000	/ sq. ft.
	Carpet .....	4,467	/ sq. ft.
	Hard Floor .....	1,492	/ sq. ft.
	# Restrooms .....	2	/ ea.
	# Fixtures .....	14	/ ea.
	Employees .....	5	/ ea.
	Avg. Visitors .....	350	/ daily
	<i>Special Instructions:</i> Excluded: Retirement Center		
1401	<i>MCDOT - Administration</i> <i>2901 W. Durango</i> <i>Phoenix, AZ</i>		
	<hr/>		

5X/WK NIGHTS

Total Square Feet .....	69,720	/ sq. ft.
Carpet .....	61,027	/ sq. ft.
Hard Floor .....	8,693	/ sq. ft.
# Restrooms .....	12	/ ea.
# Fixtures .....	84	/ ea.
Employees .....	250	/ ea.
Avg. Visitors .....	60	/ daily

*Special Instructions:*

Sanitary napkin units located in this facility

1402 *Flood Control - Administration*

2801 W. Durango

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	69,450	/ sq. ft.
Carpet .....	66,000	/ sq. ft.
Hard Floor .....	3,450	/ sq. ft.
# Restrooms .....	12	/ ea.
# Fixtures .....	74	/ ea.
Employees .....	254	/ ea.
Avg. Visitors .....	50	/ daily

*Special Instructions:*

1 porter on duty between 8:00 AM - 5:00 PM

6 shower stalls located in building

Sanitary napkin units located in this facility

1404 *Flood Control - Operations*

2801 W. Durango

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	6,634	/ sq. ft.
Carpet .....	5,778	/ sq. ft.
Hard Floor .....	856	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	13	/ ea.
Employees .....	30	/ ea.
Avg. Visitors .....	90	/ daily

*Special Instructions:*

8 shower stalls located in building

1405 *MCDOT - Highway Operations*

2919 W. Durango

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	19,420	/ sq. ft.
Carpet .....	170	/ sq. ft.
Hard Floor .....	19,250	/ sq. ft.
# Restrooms .....	4	/ ea.
# Fixtures .....	27	/ ea.
Employees .....	200	/ ea.
Avg. Visitors .....	20	/ daily

*Special Instructions:*  
NONE

1408 *MCDOT - Distribution Center*

2222 S. 27th Ave.

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	4,140	/ sq. ft.
Carpet .....	1,940	/ sq. ft.
Hard Floor .....	2,200	/ sq. ft.
# Restrooms .....	3	/ ea.
# Fixtures .....	10	/ ea.
Employees .....	14	/ ea.
Avg. Visitors .....	50	/ daily

*Special Instructions:*

Excludes warehouse

Sanitary napkin units located in this facility

1409 *MCDOT - Traffic Operations*

2909 W. Durango

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	38,213	/ sq. ft.
Carpet .....	258	/ sq. ft.
Hard Floor .....	37,955	/ sq. ft.
# Restrooms .....	3	/ ea.
# Fixtures .....	26	/ ea.
Employees .....	200	/ ea.
Avg. Visitors .....	20	/ daily

*Special Instructions:*

Includes gym w/ 2 shower stalls

Sanitary napkin units located in this facility

1414 *Facilities Management - Durango Operations*

2401 N. 28th Dr.

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	2,411	/ sq. ft.
Carpet .....	945	/ sq. ft.
Hard Floor .....	245	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	12	/ ea.
Employees .....	30	/ ea.
Avg. Visitors .....	10	/ daily

*Special Instructions:*

NONE

1417 *Animal Care and Control*

2500 South 27th Ave

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	43,520	/ sq. ft.
Carpet .....		/ sq. ft.

Hard Floor .....	43,520	/ sq. ft.
# Restrooms .....	7	/ ea.
# Fixtures .....	39	/ ea.
Employees .....	72	/ ea.
Avg. Visitors .....	100	/ daily

*Special Instructions:*

NONE

1501 *Equipment Services*

3325 W. Durango

Phoenix, AZ

5X/WK DAYS

Total Square Feet .....	1,990	/ sq. ft.
Carpet .....	945	/ sq. ft.
Hard Floor .....	245	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	9	/ ea.
Employees .....	65	/ ea.
Avg. Visitors .....	100	/ daily

*Special Instructions:*

Includes mechanics restroom/locker room adjacent to shop area, and service writers restroom; Excludes shop areas

1501 *MCSO - Jail Investigation*

3325 W. Durango

Phoenix, AZ

5X/WK DAYS

Total Square Feet .....	5,456	/ sq. ft.
Carpet .....	5,082	/ sq. ft.
Hard Floor .....	374	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	24	/ ea.
Employees .....	15	/ ea.
Avg. Visitors .....	10	/ daily

*Special Instructions:*

1511 *Telecommunications*

3324 W. Gibson Lane

Phoenix, AZ

5X/WK DAYS

Total Square Feet .....	3,163	/ sq. ft.
Carpet .....	1,684	/ sq. ft.
Hard Floor .....	1,479	/ sq. ft.
# Restrooms .....	3	/ ea.
# Fixtures .....	8	/ ea.
Employees .....	25	/ ea.
Avg. Visitors .....	25	/ daily

*Special Instructions:*

Excludes shop

1513 *ADP Custody Service Center / Suite 400*  
*3325 W. Gibson Ln.*  
*Phoenix, AZ*

5X/WK NIGHTS

Total Square Feet .....	4,494	/ sq. ft.
Carpet .....	4,494	/ sq. ft.
Hard Floor .....		/ sq. ft.
# Restrooms .....	Share	/ ea.
# Fixtures .....	0	/ ea.
Employees .....	34	/ ea.
Avg. Visitors .....	20	/ daily

*Special Instructions:*

See parking garage cleaning requirements  
 6 floors; 3 elevators  
 Includes security office (location of RR)

1513 *Durango Parking Garage / Suite 300*  
*3325 W. Gibson Ln.*  
*Phoenix, AZ*

5X/WK NIGHTS

Total Square Feet .....	5,927	/ sq. ft.
Carpet .....	2,421	/ sq. ft.
Hard Floor .....	3,506	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	15	/ ea.
Employees .....	50	/ ea.
Avg. Visitors .....	15	/ daily

1513 *Durango Parking Garage / Protective Services*  
*3325 W. Gibson Ln.*  
*Phoenix, AZ*

5X/WK NIGHTS

Total Square Feet .....	1,957	/ sq. ft.
Carpet .....	0	/ sq. ft.
Hard Floor .....	1,957	/ sq. ft.
# Restrooms .....	1	/ ea.
# Fixtures .....	2	/ ea.
Employees .....	15	/ ea.
Avg. Visitors .....	1	/ daily

1702 *Juvenile - Probation Administration*  
*3125 W. Durango*  
*Phoenix, AZ*

5X/WK NIGHTS

Total Square Feet .....	12,875	/ sq. ft.
Carpet .....	3,754	/ sq. ft.
Hard Floor .....	2,151	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	10	/ ea.
Employees .....	50	/ ea.
Avg. Visitors .....	200	/ daily

*Special Instructions:*

1703 *Juvenile - Intake*  
*3125 W. Durango*  
*Phoenix, AZ*

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5X/WK NIGHTS		
Total Square Feet .....	11,000	/ sq. ft.
Carpet .....	1,253	/ sq. ft.
Hard Floor .....	9,847	/ sq. ft.
# Restrooms .....	4	/ ea.
# Fixtures .....	14	/ ea.
Employees .....	50	/ ea.
Avg. Visitors .....	50	/ daily

*Special Instructions:*

Sanitary napkin units located in this facility

1704 *Juvenile - Administration*  
*3125 W. Durango*  
*Phoenix, AZ*

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5X/WK NIGHTS		
Total Square Feet .....	20,884	/ sq. ft.
Carpet .....	19,541	/ sq. ft.
Hard Floor .....	1,343	/ sq. ft.
# Restrooms .....	3	/ ea.
# Fixtures .....	17	/ ea.
Employees .....	110	/ ea.
Avg. Visitors .....	100	/ daily

*Special Instructions:*

Sanitary napkin units located in this facility

1715 *Juvenile - Courts*  
*3131 W. Durango*  
*Phoenix, AZ*

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5X/WK NIGHTS		
Total Square Feet .....	135,629	/ sq. ft.
Carpet .....	110,947	/ sq. ft.
Hard Floor .....	23,682	/ sq. ft.
# Restrooms .....	28	/ ea.
# Fixtures .....	127	/ ea.
Employees .....	260	/ ea.
Avg. Visitors .....	700	/ daily

*Special Instructions:*

1 porter on duty between 8:00 AM - 5:00 PM

Sanitary napkin units located in this facility

1910 *MCSO - Vehicle Processing Center*  
*3465 W. Durango*  
*Phoenix, AZ*

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5X/WK NIGHTS		
Total Square Feet .....	55	/ sq. ft.
Carpet .....	0	/ sq. ft.
Hard Floor .....	55	/ sq. ft.

# Restrooms .....	<u>1</u>	/ ea.
# Fixtures .....	<u>2</u>	/ ea.
Employees .....	<u>2</u>	/ ea.
Avg. Visitors .....	<u>15</u>	/ daily

*Special Instructions:*

Only restrooms are cleaned - no office space

1914 *MCSO - Motorcycle Division*

3375 W. Durango

Phoenix, AZ

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5X/WK NIGHTS

Total Square Feet .....	<u>1,590</u>	/ sq. ft.
Carpet .....	<u>540</u>	/ sq. ft.
Hard Floor .....	<u>1,050</u>	/ sq. ft.
# Restrooms .....	<u>0</u>	/ ea.
# Fixtures .....	<u>0</u>	/ ea.
Employees .....	<u>2</u>	/ ea.
Avg. Visitors .....	<u>2</u>	/ daily

*Special Instructions:*

NONE

1915N *Durango Adult Probation*

3355 W. Durango

Phoenix, AZ

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5X/WK NIGHTS

Total Square Feet .....	<u>9,020</u>	/ sq. ft.
Carpet .....	<u>8,010</u>	/ sq. ft.
Hard Floor .....	<u>1,010</u>	/ sq. ft.
# Restrooms .....	<u>2</u>	/ ea.
# Fixtures .....	<u>13</u>	/ ea.
Employees .....	<u>6</u>	/ ea.
Avg. Visitors .....	<u>40</u>	/ daily

*Special Instructions:*

Sanitary napkin units located in this facility

1915S *MCSO - Fleet Management*

3355 W. Durango

Phoenix, AZ

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5X/WK NIGHTS

Total Square Feet .....	<u>3,950</u>	/ sq. ft.
Carpet .....	<u>3,358</u>	/ sq. ft.
Hard Floor .....	<u>592</u>	/ sq. ft.
# Restrooms .....	<u>0</u>	/ ea.
# Fixtures .....	<u>0</u>	/ ea.
Employees .....	<u>15</u>	/ ea.
Avg. Visitors .....	<u>20</u>	/ daily

*Special Instructions:*

Sanitary napkin units located in this facility

1917 *MCSO - Fleet Management*

3345 W. Durango

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	768	/ sq. ft.
Carpet .....	0	/ sq. ft.
Hard Floor .....	768	/ sq. ft.
# Restrooms .....	1	/ ea.
# Fixtures .....	2	/ ea.
Employees .....	2	/ ea.
Avg. Visitors .....	2	/ daily

*Special Instructions:*

Sanitary napkin units located in this facility

1920 MCSO - S.W.A.T. & Canine (north side)

3335 W. Durango

Phoenix, AZ

5X/WK DAYS

Total Square Feet .....	7,761	/ sq. ft.
Carpet .....	7,000	/ sq. ft.
Hard Floor .....	761	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	13	/ ea.
Employees .....	20	/ ea.
Avg. Visitors .....	50	/ daily

*Special Instructions:*

NONE

1920 MCSO - General Investigations (south side)

3335 W. Durango

Phoenix, AZ

5X/WK DAYS

Total Square Feet .....	14,726	/ sq. ft.
Carpet .....	14,080	/ sq. ft.
Hard Floor .....	646	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	11	/ ea.
Employees .....	70	/ ea.
Avg. Visitors .....	8	/ daily

*Special Instructions:*

NONE

2006 Equipment Services

16821 N. Dysart Rd.

Surprise, AZ

5X/WK NIGHTS

Total Square Feet .....	420	/ sq. ft.
Carpet .....	0	/ sq. ft.
Hard Floor .....	420	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	4	/ ea.
Employees .....	14	/ ea.
Avg. Visitors .....	80	/ daily

*Special Instructions:*

Restrooms only -- no offices



2009	<i>El Mirage Branch Library</i> <i>14011 N. 1st Ave.</i> <i>El Mirage, AZ</i>		
	3X/WK DAYS - M,W,F		
	Total Square Feet .....	2,614	/ sq. ft.
	Carpet .....	2,422	/ sq. ft.
	Hard Floor .....	192	/ sq. ft.
	# Restrooms .....	2	/ ea.
	# Fixtures .....	4	/ ea.
	Employees .....	3	/ ea.
	Avg. Visitors .....	1,445	/ daily
	<i>Special Instructions:</i> NONE		
2025	<i>MCDOT - Northwest Service Facility</i> <i>12975 W. Bell Rd.</i> <i>Surprise, AZ</i>		
	4X/WK DAYS		
	Total Square Feet .....	7,363	/ sq. ft.
	Carpet .....	2,386	/ sq. ft.
	Hard Floor .....	4,977	/ sq. ft.
	# Restrooms .....	4	/ ea.
	# Fixtures .....	20	/ ea.
	Employees .....	20	/ ea.
	Avg. Visitors .....	50	/ daily
	<i>Special Instructions:</i> 3 showers at this facility		
2029	<i>Superior Court - Northwest Facility</i> <i>14264 W. Tierra Buena Ln.</i> <i>Surprise, AZ</i>		
	5X/WK NIGHTS		
	Total Square Feet .....	25,000	/ sq. ft.
	Carpet .....	16,900	/ sq. ft.
	Hard Floor .....	8,010	/ sq. ft.
	# Restrooms .....	8	/ ea.
	# Fixtures .....	24	/ ea.
	Employees .....	45	/ ea.
	Avg. Visitors .....	200	/ daily
	<i>Special Instructions:</i> Sanitary napkin units located in this facility		
2033	<i>Superior Court - Northwest Regional Court</i> <i>14264 W. Tierra Buena Ln.</i> <i>Surprise, AZ</i>		
	5X/WK NIGHTS		
	Total Square Feet .....	25,000	/ sq. ft.
	Carpet .....	16,900	/ sq. ft.
	Hard Floor .....	8,010	/ sq. ft.
	# Restrooms .....	8	/ ea.
	# Fixtures .....	24	/ ea.

Employees .....	45	/ ea.
Avg. Visitors .....	200	/ daily

*Special Instructions:*

1 porter on duty between 8:00 AM - 5:00 PM  
Sanitary napkin units located in this facility

- 2310 *Adult Probation*  
*6655 W. Glendale*  
*Phoenix, AZ*

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5X/WK NIGHTS

Total Square Feet .....	44,846	/ sq. ft.
Carpet .....	22,824	/ sq. ft.
Hard Floor .....	22,002	/ sq. ft.
# Restrooms .....	17	/ ea.
# Fixtures .....	68	/ ea.
Employees .....	174	/ ea.
Avg. Visitors .....	230	/ daily

*Special Instructions:*

NONE

- 2316 *Assessor - Northwest Office*  
*16700 N. 51st Ave. #F1-F3*  
*Phoenix, AZ*

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3X/WK NIGHTS - M,W,F

Total Square Feet .....	6,610	/ sq. ft.
Carpet .....	6,043	/ sq. ft.
Hard Floor .....	567	/ sq. ft.
# Restrooms .....	3	/ ea.
# Fixtures .....	10	/ ea.
Employees .....	20	/ ea.
Avg. Visitors .....	30	/ daily

*Special Instructions:*

NONE

- 2403 *Guadalupe Branch Library*  
*9241 S. Avenida del Yaqui*  
*Guadalupe, AZ 85283*

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3X/WK NIGHTS - M,Tu,F

Total Square Feet .....	3,776	/ sq. ft.
Carpet .....	3,676	/ sq. ft.
Hard Floor .....	100	/ sq. ft.
# Restrooms .....	1	/ ea.
# Fixtures .....	2	/ ea.
Employees .....	4	/ ea.
Avg. Visitors .....	200	/ daily

*Special Instructions:*

- 2406 *Guadalupe WIC*  
*9206 S. Avenida del Yaqui*  
*Guadalupe, AZ*

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4X/WK NIGHTS - M,Tu,W,Th

Total Square Feet .....	1,920	/ sq. ft.
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Carpet .....	570	/ sq. ft.
Hard Floor .....	1,350	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	5	/ ea.
Employees .....	5	/ ea.
Avg. Visitors .....	175	/ daily

*Special Instructions:*

Closed Fridays -- no cleaning

2601 *Litchfield Park Branch Library*

*101 W. Wigwam Blvd.*

*Litchfield Park, AZ*

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3X/WK DAYS - M,W,F

Total Square Feet .....	6,701	/ sq. ft.
Carpet .....	6,001	/ sq. ft.
Hard Floor .....	700	/ sq. ft.
# Restrooms .....	4	/ ea.
# Fixtures .....	9	/ ea.
Employees .....	10	/ ea.
Avg. Visitors .....	2,500	/ daily

*Special Instructions:*

NONE

2801 *Justice Court - West Mesa*

*2050 W. University*

*Mesa, AZ*

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5X/WK NIGHTS

Total Square Feet .....	8,300	/ sq. ft.
Carpet .....	6,700	/ sq. ft.
Hard Floor .....	1,600	/ sq. ft.
# Restrooms .....	5	/ ea.
# Fixtures .....	10	/ ea.
Employees .....	15	/ ea.
Avg. Visitors .....	100	/ daily

*Special Instructions:*

NONE

2809 *Mesa WIC*

*423 N. Country Club Dr. #45*

*Mesa, AZ*

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5X/WK NIGHTS

Total Square Feet .....	3,600	/ sq. ft.
Carpet .....	600	/ sq. ft.
Hard Floor .....	3,000	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	8	/ ea.
Employees .....	14	/ ea.
Avg. Visitors .....	260	/ daily

*Special Instructions:*

NONE

2811	<p><i>Assessor - Mesa Office</i>  <i>943 S. Gilbert #102-104</i>  <i>Mesa, AZ</i></p> <hr/> <p>3X/WK NIGHTS - M,W,F</p> <p>Total Square Feet ..... 7,272 / sq. ft.</p> <p>Carpet ..... 5,879 / sq. ft.</p> <p>Hard Floor ..... 1,393 / sq. ft.</p> <p># Restrooms ..... 3 / ea.</p> <p># Fixtures ..... 7 / ea.</p> <p>Employees ..... 25 / ea.</p> <p>Avg. Visitors ..... 20 / daily</p> <p><i>Special Instructions:</i>            NONE</p>
2814	<p><i>Adult Probation</i>  <i>245 Centennial Way</i>  <i>Mesa, AZ</i></p> <hr/> <p>5X/WK NIGHTS</p> <p>Total Square Feet ..... 26,685 / sq. ft.</p> <p>Carpet ..... 13,720 / sq. ft.</p> <p>Hard Floor ..... 12,965 / sq. ft.</p> <p># Restrooms ..... 5 / ea.</p> <p># Fixtures ..... 16 / ea.</p> <p>Employees ..... 148 / ea.</p> <p>Avg. Visitors ..... 200 / daily</p> <p><i>Special Instructions:</i>            NONE</p>
2852	<p><i>Equipment Services - Mesa Service Station</i>  <i>155 E. Coury Ave.</i>  <i>Mesa, AZ</i></p> <hr/> <p>3X/WK DAYS - M,W,F</p> <p>Total Square Feet ..... 300 / sq. ft.</p> <p>Carpet ..... 0 / sq. ft.</p> <p>Hard Floor ..... 300 / sq. ft.</p> <p># Restrooms ..... 2 / ea.</p> <p># Fixtures ..... 4 / ea.</p> <p>Employees ..... 2 / ea.</p> <p>Avg. Visitors ..... 25 / daily</p> <p><i>Special Instructions:</i>            Clean only between 3:00 - 5:00 PM</p>
2853	<p><i>MCSO - Mesa Substation</i>  <i>1840 S. Lewis</i>  <i>Mesa, AZ</i></p> <hr/> <p>3X/WK DAYS - M,W,F</p> <p>Total Square Feet ..... 10,263 / sq. ft.</p> <p>Carpet ..... 9,163 / sq. ft.</p> <p>Hard Floor ..... 1,100 / sq. ft.</p> <p># Restrooms ..... 8 / ea.</p> <p># Fixtures ..... 22 / ea.</p>

Employees .....	<u>75</u>	/ ea.
Avg. Visitors .....	<u>12</u>	/ daily
<i>Special Instructions:</i>		
NONE		

2855 *Southeast Public Facility*

222 E. Javelina

Mesa, AZ

5X/WK NIGHTS (SOME DAY CLEANING)

Total Square Feet .....	<u>136,976</u>	/ sq. ft.
Carpet .....	<u>78,564</u>	/ sq. ft.
Hard Floor .....	<u>58,412</u>	/ sq. ft.
# Restrooms .....	<u>50</u>	/ ea.
# Fixtures .....	<u>200</u>	/ ea.
Employees .....	<u>600</u>	/ ea.
Avg. Visitors .....	<u>2,000</u>	/ daily

*Special Instructions:*

1 porter on duty between 8:00 AM - 5:00 PM

Day cleaning by porter:

Exhibit Office 805 sq. ft.

Expedited Service 690 sq. ft.

Sanitary napkin units located in this facility

2856 *Juvenile - SE Complex*

1810 S. Lewis

Mesa, AZ

5X/WK NIGHTS (SOME DAY CLEANING)

Total Square Feet .....	<u>75,095</u>	/ sq. ft.
Carpet .....	<u>67,695</u>	/ sq. ft.
Hard Floor .....	<u>7,400</u>	/ sq. ft.
# Restrooms .....	<u>18</u>	/ ea.
# Fixtures .....	<u>97</u>	/ ea.
Employees .....	<u>300</u>	/ ea.
Avg. Visitors .....	<u>1,800</u>	/ daily

*Special Instructions:*

Day cleaning by janitorial staff:

Clerk of Court 4,170 sq. ft.

Filing Room 2,094 sq. ft.

Sanitary napkin units located in this facility

2858 *Apache/Greenfield WIC*

4919 E. Main St.

Mesa, AZ

4X/WK NIGHTS

Total Square Feet .....	<u>1,400</u>	/ sq. ft.
Carpet .....	<u>0</u>	/ sq. ft.
Hard Floor .....	<u>1,400</u>	/ sq. ft.
# Restrooms .....	<u>2</u>	/ ea.
# Fixtures .....	<u>5</u>	/ ea.
Employees .....	<u>6</u>	/ ea.
Avg. Visitors .....	<u>127</u>	/ daily

*Special Instructions:*

Closed Fridays

2860 *Juvenile - Mesa Parking Garage*  
*1620 S. Lewis*  
*Mesa, AZ*

3X/WK DAYS - M,W,F

Total Square Feet .....	960	/ sq. ft.
Carpet .....	0	/ sq. ft.
Hard Floor .....	960	/ sq. ft.
# Restrooms .....	0	/ ea.
# Fixtures .....	0	/ ea.
Employees .....	n/a	/ ea.
Avg. Visitors .....	150	/ daily

*Special Instructions:*

See parking garage cleaning requirements  
 4 floors, 1 elevator

2871 *Juvenile - New Addition*  
*1840 S. Lewis*  
*Mesa, AZ*

7X/WK NIGHTS

Total Square Feet .....	12,777	/ sq. ft.
Carpet .....	8,487	/ sq. ft.
Hard Floor .....	4,290	/ sq. ft.
# Restrooms .....	6	/ ea.
# Fixtures .....	18	/ ea.
Employees .....	13	/ ea.
Avg. Visitors .....	100	/ daily

*Special Instructions:*

7-day cleaning schedule  
 Excluded: Employee break room

3105 *Human Services - Workforce Connections*  
*9770 W. Peoria*  
*Peoria, AZ*

5X/WK NIGHTS

Total Square Feet .....	12,789	/ sq. ft.
Carpet .....	10,357	/ sq. ft.
Hard Floor .....	2,432	/ sq. ft.
# Restrooms .....	3	/ ea.
# Fixtures .....	8	/ ea.
Employees .....	25	/ ea.
Avg. Visitors .....	150	/ daily

*Special Instructions:*

NONE

3204 *Sunnyslope WIC*  
*9100 N. Central Ave.*  
*Phoenix, AZ*

5X/WK NIGHTS

Total Square Feet .....	3,000	/ sq. ft.
Carpet .....	100	/ sq. ft.
Hard Floor .....	2,900	/ sq. ft.

# Restrooms .....	<u>3</u>	/ ea.
# Fixtures .....	<u>8</u>	/ ea.
Employees .....	<u>10</u>	/ ea.
Avg. Visitors .....	<u>300</u>	/ daily
<i>Special Instructions:</i>		
NONE		

- 3301 *Superior Court - West Court Building*  
*111 S. 3rd Ave.*  
*Phoenix, AZ*

---

5X/WK NIGHTS		
Total Square Feet .....	<u>123,567</u>	/ sq. ft.
Carpet .....	<u>62,765</u>	/ sq. ft.
Hard Floor .....	<u>60,802</u>	/ sq. ft.
# Restrooms .....	<u>27</u>	/ ea.
# Fixtures .....	<u>120</u>	/ ea.
Employees .....	<u>350</u>	/ ea.
Avg. Visitors .....	<u>2,000</u>	/ daily
<i>Special Instructions:</i>		
Sanitary napkin units located in this facility		

- 3303 *Superior Court - East Court Building*  
*101 W. Jefferson St.*  
*Phoenix, AZ*

---

5X/WK NIGHTS		
Total Square Feet .....	<u>150,529</u>	/ sq. ft.
Carpet .....	<u>99,404</u>	/ sq. ft.
Hard Floor .....	<u>51,125</u>	/ sq. ft.
# Restrooms .....	<u>105</u>	/ ea.
# Fixtures .....	<u>265</u>	/ ea.
Employees .....	<u>900</u>	/ ea.
Avg. Visitors .....	<u>1,500</u>	/ daily
<i>Special Instructions:</i>		
1 porter on duty between 8:00 AM - 5:00 PM		
Sanitary napkin units located in this facility		

- 3304 *Supervisors Auditorium*  
*205 W. Jefferson St.*  
*Phoenix, AZ*

---

5X/WK NIGHTS		
Total Square Feet .....	<u>5,208</u>	/ sq. ft.
Carpet .....	<u>1,342</u>	/ sq. ft.
Hard Floor .....	<u>3,866</u>	/ sq. ft.
# Restrooms .....	<u>4</u>	/ ea.
# Fixtures .....	<u>14</u>	/ ea.
Employees .....	<u>0</u>	/ ea.
Avg. Visitors .....	<u>100</u>	/ weekly
<i>Special Instructions:</i>		
Sanitary napkin units located in this facility		

3305 *Superior Court - Central Court Building*  
*201 W. Jefferson St.*  
*Phoenix, AZ*

5X/WK NIGHTS

Total Square Feet .....	262,072	/ sq. ft.
Carpet .....	154,840	/ sq. ft.
Hard Floor .....	107,232	/ sq. ft.
# Restrooms .....	104	/ ea.
# Fixtures .....	350	/ ea.
Employees .....	900	/ ea.
Avg. Visitors .....	2,000	/ daily

*Special Instructions:*

2 porters on duty between 8:00 AM - 5:00 PM

Sanitary napkin units located in this facility

3310 *Administration Building*  
*301 W. Jefferson St.*  
*Phoenix, AZ*

5X/WK NIGHTS

Total Square Feet .....	293,704	/ sq. ft.
Carpet .....	228,804	/ sq. ft.
Hard Floor .....	64,900	/ sq. ft.
# Restrooms .....	36	/ ea.
# Fixtures .....	250	/ ea.
Employees .....	950	/ ea.
Avg. Visitors .....	800	/ daily

*Special Instructions:*

1 porter on duty between 8:00 AM - 5:00 PM

6 shower stalls and exercise room

Includes bridge to WCB

Sanitary napkin units located in this facility

Waterless urinals located in this facility

3311 *Facilities Management & Garage*  
*401 W. Jefferson St.*  
*Phoenix, AZ*

5X/WK NIGHTS

Total Square Feet .....	13,575	/ sq. ft.
Carpet .....	9,360	/ sq. ft.
Hard Floor .....	4,215	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	20	/ ea.
Employees .....	80	/ ea.
Avg. Visitors .....	50	/ daily

*Special Instructions:*

See also parking garage cleaning requires

Includes bridge to Administration Building

Garage has 5 floors, 3 elevators

Sanitary napkin units located in this facility

Waterless urinals located in this facility



3311 *Equipment Services - Downtown Station*  
*120 S. 4th Ave.*  
*Phoenix, AZ*

5X/WK NIGHTS

Total Square Feet .....	400	/ sq. ft.
Carpet .....	0	/ sq. ft.
Hard Floor .....	400	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	5	/ ea.
Employees .....	2	/ ea.
Avg. Visitors .....	100	/ daily

*Special Instructions:*

Office, restrooms, empty trash on fuel island,  
in shop: sink, water fountain

3315 *Jackson St. Customer Service Center / Garage*  
*601 W. Jackson St.*  
*Phoenix, AZ*

5X/WK NIGHTS

Total Square Feet .....	101,355	/ sq. ft.
Carpet .....	44,085	/ sq. ft.
Hard Floor .....	57,270	/ sq. ft.
# Restrooms .....	9	/ ea.
# Fixtures .....	44	/ ea.
Employees .....	n/a	/ ea.
Avg. Visitors .....	4,000	/ daily

*Special Instructions:*

See also parking garage cleaning requires  
Garage has 9 floors, 4 elevators  
Sanitary napkin units located in this facility

3317 *Star Call Center*  
*701 W. Jefferson St.*  
*Phoenix, AZ*

5X/WK NIGHTS

Total Square Feet .....	13,503	/ sq. ft.
Carpet .....	11,352	/ sq. ft.
Hard Floor .....	2,151	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	11	/ ea.
Employees .....	100	/ ea.
Avg. Visitors .....	0	/ daily

*Special Instructions:*

NONE

3317 *Forensic Science Garage*  
*701 W. Jefferson St.*  
*Phoenix, AZ*

5X/WK NIGHTS

Total Square Feet .....	3,814	/ sq. ft.
Carpet .....		/ sq. ft.
Hard Floor .....	3,814	/ sq. ft.

# Restrooms .....	_____	/ ea.
# Fixtures .....	_____	/ ea.
Employees .....	162	/ ea.
Avg. Visitors .....	60	/ daily

*Special Instructions:*

See also parking garage cleaning requires

Garage has 8 floors, 4 elevators

3320 *Forensic Science Center*

701 W. Jefferson St.

Phoenix, AZ

5X/WK DAYS

Total Square Feet .....	36,348	/ sq. ft.
Carpet .....	13,333	/ sq. ft.
Hard Floor .....	19,976	/ sq. ft.
# Restrooms .....	10	/ ea.
# Fixtures .....	28	/ ea.
Employees .....	62	/ ea.
Avg. Visitors .....	60	/ daily

*Special Instructions:*

Clean between 10:30 AM - 7:00 PM

Sanitary napkin units located in this facility

3321 *Santa Fe Train Depot*

501 W. Jackson St. #A

Phoenix, AZ

5X/WK NIGHTS

	15,000	
Total Square Feet .....	<del>2,943</del>	/ sq. ft.
	9,950	
Carpet .....	<del>643</del>	/ sq. ft.
	5,050	
Hard Floor .....	<del>2,300</del>	/ sq. ft.
	2	
# Restrooms .....	<del>3</del>	/ ea.
	12	
# Fixtures .....	<del>40</del>	/ ea.
	65	
Employees .....	<del>4</del>	/ ea.
	15	
Avg. Visitors .....	<del>20</del>	/ daily

*Special Instructions:*

NONE

3325 *Downtown Court Tower*

175 W. Madison St.

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	478,015	/ sq. ft.
Carpet .....	280,203	/ sq. ft.
Hard Floor .....	197,812	/ sq. ft.
# Restrooms .....	193	/ ea.
# Fixtures .....	655	/ ea.
#Restrooms - Holding .....	187	/ ea.

#Fixtures - Comby Units.....	187	/ ea.	
Employees .....	300	/ ea.	(Estimated)
Avg. Visitors .....	1,500	/ daily	(Estimated)
<i>Special Instructions:</i>			
2 porters on duty between 8:00 AM - 5:00 PM			

- 3401 *Superior Court - Old Courthouse*  
*125 W. Washington St.*  
*Phoenix, AZ*

---

5X/WK NIGHTS			
Total Square Feet .....	77,007	/ sq. ft.	
Carpet .....	35,662	/ sq. ft.	
Hard Floor .....	41,345	/ sq. ft.	
# Restrooms .....	24	/ ea.	
# Fixtures .....	64	/ ea.	
Employees .....	180	/ ea.	
Avg. Visitors .....	450	/ daily	
<i>Special Instructions:</i>			
Sanitary napkin units located in this facility			

- 3801 *Emergency Management*  
*2035 N. 52nd St.*  
*Phoenix, AZ*

---

5X/WK DAYS			
Total Square Feet .....	7,500	/ sq. ft.	
Carpet .....	842	/ sq. ft.	
Hard Floor .....	6,658	/ sq. ft.	
# Restrooms .....	2	/ ea.	
# Fixtures .....	17	/ ea.	
Employees .....	15	/ ea.	
Avg. Visitors .....	15	/ daily	
<i>Special Instructions:</i>			
Clean only between 3:00 PM - 5:00 PM			
4 showers at this facility			

- 3843 *North Valley WIC*  
*19401 N. Cave Creek Rd. #8 & #9*  
*Phoenix, AZ*

---

5X/WK NIGHTS			
Total Square Feet .....	2,850	/ sq. ft.	
Carpet .....	0	/ sq. ft.	
Hard Floor .....	2,850	/ sq. ft.	
# Restrooms .....	2	/ ea.	
# Fixtures .....	5	/ ea.	
Employees .....	6	/ ea.	
Avg. Visitors .....	200	/ daily	
<i>Special Instructions:</i>			
NONE			

- 3846 *Public Health*  
*1645 E. Roosevelt*  
*Phoenix, AZ*

---

5X/WK NIGHTS

Total Square Feet .....	53,000
Carpet .....	14,683
Hard Floor .....	38,317
# Restrooms .....	12
# Fixtures .....	120
Employees .....	125
Avg. Visitors .....	500

*Special Instructions:*

1 porter on duty between 9:00 AM - 5:00 PM

3853 *Northeast Consolidated Courts*

18380 N. 40th St.

Phoenix, AZ

5X/WK NIGHTS (SOME DAY CLEANING)

Total Square Feet .....	104,295	/ sq. ft.
Carpet .....	69,530	/ sq. ft.
Hard Floor .....	34,765	/ sq. ft.
# Restrooms .....	32	/ ea.
# Fixtures .....	102	/ ea.
Employees .....	300	/ ea.
Avg. Visitors .....	600	/ daily

*Special Instructions:*

1 porter on duty between 8:00 AM - 5:00 PM

Day clean areas--

Clerk of Court; 1,645 sq. ft. Rms 263,259, 266, 260

Justice Court; 1,057 sq. ft. Rms 309, 316, 317, 318, 319, 320, 321, 314, 314A

Sanitary napkin units located in this facility

3857 *Hatcher Adult Probation*

333 West Hatcher

Phoenix, AZ

5X/WK NIGHTS (SOME DAY CLEANING)

Total Square Feet .....	7,981	/ sq. ft.
Carpet .....	2,888	/ sq. ft.
Hard Floor .....	4,104	/ sq. ft.
# Restrooms .....	4	/ ea.
# Fixtures .....	11	/ ea.
Employees .....	25	/ ea.
Avg. Visitors .....	100	/ daily

*Special Instructions:*

NONE

3913 *Agricultural Extension Co-op*

4345 E. Broadway Rd.

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	16,500	/ sq. ft.
Carpet .....	11,500	/ sq. ft.
Hard Floor .....	5,000	/ sq. ft.
# Restrooms .....	7	/ ea.
# Fixtures .....	29	/ ea.

Employees .....	80	/ ea.
Avg. Visitors .....	120	/ daily
<i>Special Instructions:</i>		
NONE		

3933 *Adult Probation*

3535 S. 7th St.

Phoenix, AZ

5X/WK DAYS

Total Square Feet .....	5,422	/ sq. ft.
Carpet .....	3,081	/ sq. ft.
Hard Floor .....	2,341	/ sq. ft.
# Restrooms .....	4	/ ea.
# Fixtures .....	9	/ ea.
Employees .....	60	/ ea.
Avg. Visitors .....	150	/ daily

*Special Instructions:*

Clean only between 7:00 AM - 11:00 AM

Sanitary napkin units located in this facility

3934 *South Phoenix WIC*

438 E. Southern

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	4,048	/ sq. ft.
Carpet .....	0	/ sq. ft.
Hard Floor .....	4,048	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	7	/ ea.
Employees .....	13	/ ea.
Avg. Visitors .....	142	/ daily

*Special Instructions:*

NONE

4039 *One West Madison*

One West Madison

Phoenix, AZ

Total Square Feet	25,000	/ sq. ft.
Carpet	16,070	/ sq. ft.
Hard Floor	8,930	/ sq. ft.
# Restrooms	12	/ ea.
# Fixtures	43	/ ea.
Employees	50	/ ea.
Avg. Visitors	70	/ daily

Special Instructions

4040 *Seventh Avenue WIC*

1260 S. 7th Ave

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	5,016	/ sq. ft.
Carpet .....	0	/ sq. ft.

Hard Floor .....	5,016	/ sq. ft.
# Restrooms .....	23	/ ea.
# Fixtures .....	5	/ ea.
Employees .....	13	/ ea.
Avg. Visitors .....	265	/ daily

*Special Instructions:*

NONE

4051 *Human Services Homeless Campus*

220 S. 12 Ave.

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	15,216	/ sq. ft.
Carpet .....	3,800	/ sq. ft.
Hard Floor .....	11,416	/ sq. ft.
# Restrooms .....	6	/ ea.
# Fixtures .....	34	/ ea.
Employees .....	30	/ ea.
Avg. Visitors .....	100	/ daily

*Special Instructions:*

NONE

4052 *Chambers Building*

301 South 4th Ave

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	65,498	/ sq. ft.
Carpet .....	43,378	/ sq. ft.
Hard Floor .....	12,060	/ sq. ft.
# Restrooms .....	16	/ ea.
# Fixtures .....	43	/ ea.
Employees .....	100	/ ea.
Avg. Visitors .....	40	/ daily

*Special Instructions:*

NONE

4053 *Justice Court - Downtown Phoenix*

620 W. Madison St.

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	<del>407,320</del> 194,189	/ sq. ft.
Carpet .....	305,490	/ sq. ft.
Hard Floor .....	<del>101,830</del>	/ sq. ft.
# Restrooms .....	32	/ ea.
# Fixtures .....	170	/ ea.
Employees .....	1,300	/ ea.
Avg. Visitors .....	500	/ daily

*Special Instructions:*

Sanitary napkin units located in this facility

Waterless urinals located in this facility

4055 *Air Quality Warehouse*

2145 S. 11<sup>th</sup> Avenue  
Phoenix, AZ

---

**5X/WK NIGHTS**

Total Square Feet .....	13,524	/ sq. ft.
Carpet .....	3,770	/ sq. ft.
Hard Floor .....	2,550	/ sq. ft.
Concrete .....	6,245	
# Restrooms .....	2	/ ea.
# Fixtures .....	6	/ ea.
Employees .....	25	/ ea.
Avg. Visitors .....	2	/ daily

*Special Instructions:*

Sanitary napkin units located in this facility

Waterless urinals located in this facility

4115 Maryvale WIC  
4002 N. 67th Ave. #10  
Phoenix, AZ

---

**5X/WK NIGHTS**

Total Square Feet .....	3,894	/ sq. ft.
Carpet .....	0	/ sq. ft.
Hard Floor .....	3,894	/ sq. ft.
# Restrooms .....	4	/ ea.
# Fixtures .....	10	/ ea.
Employees .....	22	/ ea.
Avg. Visitors .....	4,000	/ monthly

*Special Instructions:*

Note-- Restrooms are external to the office and publicly used

4121 Law Enforcement Data Center  
2656 N. 37th Ave.  
Phoenix, AZ

---

**5X/WK NIGHTS**

Total Square Feet .....	4,144	/ sq. ft.
Carpet .....	520	/ sq. ft.
Hard Floor .....	3,624	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	6	/ ea.
Employees .....	12	/ ea.
Avg. Visitors .....	8	/ daily

*Special Instructions:*

NONE

4137 Security Building  
222 N. Central Ave.  
Phoenix, AZ

---

**5X/WK NIGHTS**

Total Square Feet .....	125,781	/ sq. ft.
Carpet .....	109,781	/ sq. ft.
Hard Floor .....	16,000	/ sq. ft.
# Restrooms .....	28	/ ea.

# Fixtures .....	117	/ ea.
Employees .....	375	/ ea.
Avg. Visitors .....	1,110	/ daily

*Special Instructions:*

Sanitary napkin units located in this facility

4150 *Thomas WIC*  
*3003 W. Thomas Rd*  
*Phoenix, AZ*

---

5X/WK NIGHTS

Total Square Feet .....	4,488	/ sq. ft.
Carpet .....	0	/ sq. ft.
Hard Floor .....	4,488	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	7	/ ea.
Employees .....	15	/ ea.
Avg. Visitors .....	166	/ daily

*Special Instructions:*

NONE



4157	<i>Security Center</i> <i>234 N. Central Ave.</i> <i>Phoenix, AZ</i>		
	5X/WK NIGHTS		
	Total Square Feet .....	135,835	/ sq. ft.
	Carpet .....	118,835	/ sq. ft.
	Hard Floor .....	18,000	/ sq. ft.
	# Restrooms .....	28	/ ea.
	# Fixtures .....	117	/ ea.
	Employees .....	375	/ ea.
	Avg. Visitors .....	90	/ daily
	<i>Special Instructions:</i> Porter on duty 10:00 - 2:00 PM Sanitary napkin units located in this facility		
4166	<i>Adult Probation</i> <i>2445 W. Indianola</i> <i>Phoenix, AZ</i>		
	5X/WK NIGHTS		
	Total Square Feet .....	28,456	/ sq. ft.
	Carpet .....	23,056	/ sq. ft.
	Hard Floor .....	5,400	/ sq. ft.
	# Restrooms .....	8	/ ea.
	# Fixtures .....	48	/ ea.
	Employees .....	100	/ ea.
	Avg. Visitors .....	150	/ daily
	<i>Special Instructions:</i> NONE		
4602	<i>Assessor - Scottsdale Office</i> <i>15023 N. 75th St.</i> <i>Scottsdale, AZ</i>		
	3X/WK NIGHTS - M,W,F		
	Total Square Feet .....	9,245	/ sq. ft.
	Carpet .....	7,925	/ sq. ft.
	Hard Floor .....	1,320	/ sq. ft.
	# Restrooms .....	3	/ ea.
	# Fixtures .....	9	/ ea.
	Employees .....	20	/ ea.
	Avg. Visitors .....	100	/ daily
	<i>Special Instructions:</i> NONE		
4608	<i>Adult Probation Scottsdale</i> <i>8230 East Buterus Dr</i> <i>Scottsdale, AZ</i>		
	5X/WK NIGHTS		
	Total Square Feet .....	13,246	/ sq. ft.
	Carpet .....	9,643	/ sq. ft.
	Hard Floor .....	3,557	/ sq. ft.
	# Restrooms .....	5	/ ea.
	# Fixtures .....	21	/ ea.

Employees .....	50	/ ea.
Avg. Visitors .....	90	/ daily
<i>Special Instructions:</i>		
NONE		

4808 *MCDOT-New River*  
*41835 W. New River Road*  
*New River, AZ*

4X/WK DAYS		
Total Square Feet .....	4,231	/ sq. ft.
Carpet .....	0	/ sq. ft.
Hard Floor .....	4,231	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	6	/ ea.
Employees .....	10	/ ea.
Avg. Visitors .....	5	/ daily
<i>Special Instructions:</i>		
NONE		

5105 *Animal Control Center*  
*2630 E. 8th St.*  
*Tempe, AZ*

5X/WK NIGHTS		
Total Square Feet .....	4,550	/ sq. ft.
Carpet .....	0	/ sq. ft.
Hard Floor .....	4,550	/ sq. ft.
# Restrooms .....	4	/ ea.
# Fixtures .....	14	/ ea.
Employees .....	32	/ ea.
Avg. Visitors .....	300	/ daily
<i>Special Instructions:</i>		
1 shower stall		
Excluded: kennels		

5719 *White Tanks Library*  
*20304 W. White Tank Mountain Rd.*  
*Waddell, AZ 85355*

3X/WK NIGHTS - M,W,F		
Total Square Feet .....	25,000	/ sq. ft.
Carpet .....	17,009	/ sq. ft.
Hard Floor .....	7,991	/ sq. ft.
# Restrooms .....	4	/ ea.
# Fixtures .....	9	/ ea.
Employees .....	10	/ ea.
Avg. Visitors .....	Unknown	/ daily
<i>Special Instructions:</i>		

6202 *Materials Management / MCSO Warehouse*  
*320 W. Lincoln St.*  
*Phoenix, AZ*

5X/WK NIGHTS		
Total Square Feet .....	8,040	/ sq. ft.

Carpet .....	7,050	/ sq. ft.
Hard Floor .....	990	/ sq. ft.
# Restrooms .....	6	/ ea.
# Fixtures .....	20	/ ea.
Employees .....	40	/ ea.
Avg. Visitors .....	50	/ daily

*Special Instructions:*

Sanitary napkin units located in this facility

6205 *Elections*

510 S. 3rd Ave.

Phoenix, AZ

5X/WK DAYS

Total Square Feet .....	31,862	/ sq. ft.
Carpet .....	9,229	/ sq. ft.
Hard Floor .....	22,633	/ sq. ft.
# Restrooms .....	5	/ ea.
# Fixtures .....	26	/ ea.
Employees .....	45	/ ea.
Avg. Visitors .....	200	/ daily

*Special Instructions:*

Sanitary napkin units located in this facility

6605 *MCSO - Bluepoint Lake-Aid Station*

7307 N. Bush Highway

Mesa, AZ

2X/WK DAYS - Tu,Th

Total Square Feet .....	7,620	/ sq. ft.
Carpet .....	2,810	/ sq. ft.
Hard Floor .....	4,810	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	5	/ ea.
Employees .....	6	/ ea.
Avg. Visitors .....	100	/ daily

(Seasonal)

*Special Instructions:*

NONE

7036 *Glendale WIC*

5141 West Lamar Road

Glendale, AZ

5X/WK NIGHTS

Total Square Feet .....	4,900	/ sq. ft.
Carpet .....		/ sq. ft.
Hard Floor .....	4,900	/ sq. ft.
# Restrooms .....	3	/ ea.
# Fixtures .....	13	/ ea.
Employees .....	15	/ ea.
Avg. Visitors .....	260	/ daily

*Special Instructions:*

Sanitary napkin units located in this facility

## EXHIBIT B-2 SITE INSPECTION REPORT



JANITORIAL CONTRACT

SERIAL 10086-RFP

SITE NAME \_\_\_\_\_

BUILDING # \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

FLOOR # \_\_\_\_\_

**A = ACCEPTABLE****U = UNACCEPTABLE**

§2.8

COMMENTS

DEDUCTIONS

SECTION A-- GENERAL OFFICE AREAS		
SECTION B-- ELEVATORS, LANDINGS, STAIRWELLS		
SECTION C-- DATA PROCESSING AREAS		
SECTION D-- RESTROOMS, SHOWERS, LOCKER ROOMS		
SECTION E-- MEDICAL LABS , CLINIC AREAS		
SECTION F-- COURTROOMS		
SECTION G-- JANITORIAL CLOSETS		
SECTION H-- OUTSIDE REFUSE AREAS, LOADING DOCKS		
SECTION J-- PARKING GARAGES, BREEZEWAYS		
SECTION K-- ADDITIONAL INSTRUCTIONS FOR PORTERS AT LIBRARIES		
SECTION L-- ADDITIONAL INSTRUCTIONS FOR PORTERS AT OTHER PORTER SITES		

Notice to Contractor:

The Contract Compliance Inspector or the Self-Monitoring County Department has made a proactive attempt to communicate to your firm any discrepancies found during a routine inspection of this site. Your company will be required to correct any deficiencies noted, by the close of business 12/31/06. Failure to correct these discrepancies in the allotted time frame shall result in deductions from your monthly invoice. Discrepancies that have been corrected will be noted and deleted.

OR

\_\_\_\_\_  
Contract Compliance Inspector\_\_\_\_\_  
Self-Monitoring Department

**EXHIBIT B-3**  
**MONTHLY PORTER SIGN-IN / SIGN-OUT LOG**

SITE NAME \_\_\_\_\_ SITE BUILDING NUMBER \_\_\_\_\_

MONTH/YEAR \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

[illegible]

The original of this form shall be attached to the end-of-month invoice for all sites that have assigned porters

## EXHIBIT B-4 SUPPLIES LIST

- 1.1.1 The following is a register of common supplies. Dispensers shall be furnished by the contractor at no additional cost to the County. The dispensers themselves may be proprietary; however, the paper product must be generic size. Adapters to convert a proprietary dispenser to generic paper rolls are acceptable. Not all sites require the JRT JR. toilet tissue dispensers.

1.1.1.1 Toilet Tissue

1.1.1.1.1 JRT JR. (approx. 1,100 ft. rolls) no less than 3.75" wide, 2-ply

1.1.1.1.2 Toilet tissue, standard roll, 2-ply

1.1.1.2 Paper Towels: White or Natural

1.1.1.2.1 Rolls no less than 8" wide, no proprietary types

1.1.1.2.2 C-fold, 1-ply

1.1.1.2.3 Single fold, 1-ply

1.1.1.3 Trash Can Liners

1.1.1.3.1 Small 24X24 .31 mil

1.1.1.3.2 Medium 30X37 .39 mil

1.1.1.3.3 Large 40X48 .66 mil

1.1.1.4 Infectious/Biohazardous Receptacle Disposal Bags

1.1.1.4.1 Small 24X24 .31 mil

1.1.1.4.2 Medium 30X37 .39 mil

1.1.1.4.3 Large 40X48 .66 mil

Note: All infectious/biohardous disposal bags to be "red" color; must meet OSHA regulations for waste containment; must have universal biohazardous markings; must have English/Spanish infectious waste imprint.

1.1.1.5 Toilet seat covers

1.1.1.5.1 Shall fit existing wall dispensers

1.1.1.6 Soap

1.1.1.6.1 Gravity fed hand soap dispensers

1.1.1.7 Toilet bowl/urinal deodorizers w/ screen (optional as determined by County)

1.1.1.7.1 Ecoblue Cube shall be used in all urinals

1.1.1.8 Tampons and napkin pads

1.1.1.9 Ash Tray Sand

1.1.1.9.1 Kiln dried, white only, no play sand

**EXHIBIT B-5  
SANITARY NAPKIN MACHINE LOCATIONS**

Bldg #	Site Name	Floor	Count	Key
1401	MCDOT Transportation	1st Public	1	HL-263
		1st Staff	1	HL-263
		1st Staff	1	HL-263
		2nd Public	1	HL-263
		2nd Staff	1	HL-263
		2nd Staff	1	HL-263
1402	Flood Control	1st Public	1	HL-263
		1st Staff	1	HL-263
		1st Staff	1	HL-263
		2nd Public	1	HL-263
		2nd Staff	1	HL-263
		2nd Staff	1	HL-263
1408	MCDOT Distribution	1st	1	CR-1X
1409	MCDOT Traffic Operations	1st	1	HL-263
1703	Juvenile Administration	1st Public	1	Cat-74 & 118
1704	Juvenile Addition	1st	1	E-114
1715	Juvenile Court Building	1st	1	2055
		1st	1	2055
		2nd	1	2055
		2nd	1	2055
		3rd	1	2055
		3rd	1	2055
1915	Adult Probation	1st	1	CR-1X
1916	Juvenile Probation	1st	1	E-114
1917	MCSO Training Building	1st	1	CR-1X
2029	Northwest Regional Courts	1st Public	1	54-G217
		1st Staff	1	54- G217&C415
2855	Southeast Regional Center	1st Staff	1	Cat-118
		2nd Jury 204	1	H85
		3rd Jury 302	1	H85
		3rd Jury 304	1	H85
		4th Jury 402	1	H85

		4th Jury 404	1	H85
2856	Southeast Juvenile	1st Public	1	HL-263
		1st Staff	1	HL-263
		1st Staff	1	HL-263
		2nd Staff	1	H-85
		2nd Staff	1	H-85
		2nd Public	1	HL-263
3301	West Court Building	Lower Level	1	CR-1X
		2nd	1	CR-1X
		3rd	1	H-85
		4th	1	C-146/62P
		5th Staff	1	CR-1X
		6th Staff	1	CR-1X
3301	Elections	1st	1	HL-263
	County Recorder	1st	1	C415-A
	Court Room Services	1st	1	C-146 & CR-1
3303	East Court Building	Lower Level	1	CR-1X
		1st	2	CR-1X
		2nd	1	HL-263
		3rd	1	HL-263
		4th	1	CR-1X
		5th	1	CR-1X
		6th	1	CR-1X
		7th	1	CR-1X
		8th	1	CR-1X
		9th	1	CR-1X
3304	Supervisors Auditorium	1st	2	C-146/H85
		1st	1	?
3305	Central Court Building	Lower Level	1	PK-525
		1st	1	CR-1X
		2nd	1	C-415
		3rd	1	C-415
		4th Public	1	Cat-118
		4th Civil	1	Cat-74
		4th Jury	1	CR-1X
		5th Public	1	C-415
		5th Jury	1	Cat 74 & 118
		6th Public	1	CR-1X
		6th Staff	1	Cat-74
		7th Public	1	CR-1X
		7th Staff	1	CR-1X
		8th Public	1	C-415



**SERIAL 10086-RFP**

		8th Jury	1	Cat-74
		8th Jury	1	Cat-74
		8th Jury	1	Cat-74
		9th Public	1	CR-1X
		9th Jury	1	Cat-74
		9th Jury	1	Cat-74
		9th Jury	1	KEY # 82
		10th Public	1	CR-1X
				Cat-74 &
		10th Jury	1	118
		10th Jury	1	Cat-74
		10th Jury	1	Cat-74
		11th Public	1	CR-1X
		11th Jury	1	Cat-74
		11th Jury	1	Cat-74
		11th Jury	1	Cat-74
		12th Public	1	Cat-118
		12th Jury	1	Cat-74
		12th Jury	1	Cat-74
		12th Jury	1	Cat-74
		13th Public	1	CR-1X
		13th Jury	1	CR-1X
		13th Jury	1	Cat-74
		13th Jury	1	Cat-74
3310	Administration Building	Lower Level	1	C-146/H85
		1st	1	C-146/H85
		2nd Staff	1	C-146/62P
		2nd	1	CR-1X
		3rd	1	CR-1X
		4th	1	C-146/H85
		5th	1	C-146/H85
		6th	1	C-146/H85
		7th	1	C-146/H85
		8th	1	C-146/H85
		9th	1	CR-1X
		10th	1	C-146/H85
3311	Facilities Management	1	1	C-415 & C118
3315	Jackson Street Garage	1	1	CR-1X
		LL Public	1	CR-1X
		LL Staff	1	CR-1X
		LL Staff	1	CR-1X
3319	Justice Court - Downtown	n/a	10	n/a

**SERIAL 10086-RFP**

3320	Forensic Science Center	1st Staff	1	H-85
3401	Old Court House	Lower Level	1	CR-1X
		1st	1	HL-263
		2nd	1	Cat-74
		3rd	1	CR-1X
		4th	1	H-85
		5th	1	H-85
		6th	1	E114
3846	Public Health	1st Public	1	CH-751
		1st Staff	1	CH-751
		1st Staff	1	CH-751
		2nd Staff	1	CH-751
		2nd Staff	1	CH-751
3853	Northeast Regional Court	1st	6	H85
3933	Adult Probation Southport	1st Staff	1	CR-1X
4137	Security Center	1st	1	C-415
		2nd Public	1	C-415
		2nd Staff	1	C-415
		3rd	1	C-415
		4th	1	C-415
		5th	1	C-415
		6th	1	C-415
		7th	1	C-415
		8th	1	C-415
		9th	1	C-415
		10th	1	C-415
		11th	1	C-415
		13th	1	C-415
4157	Security Building	1-A	1	C-415
		2	1	C-415
		3	1	C-415
		4	1	C-415
		5	1	C-415
		6	1	C-415
		7	1	C-415
		8	1	C-415
6202	Materials Management	1st	1	CR-1
		2nd	1	CR-1
	Sheriffs Warehouse	1st	1	CR-1
6205	Elections	1st	1	H-85

## EXHIBIT B-6 EXPOSURE CONTROL PROGRAM

### ISS FACILITY SERVICES BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

#### PURPOSE

In accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030, the following exposure control plan has been developed for this facility. ISS FACILITY SERVICES feels that the safety of our employees responding to help injured co-workers is a major concern. The management of ISS FACILITY SERVICES is totally committed to this program and its strict enforcement.

#### EXPOSURE DETERMINATION

OSHA requires that the management of ISS FACILITY SERVICES perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of Personal Protective Equipment (PPE). This exposure determination is required for all job classifications in which all employees in that job classification may be expected to incur such occupational exposure, regardless of frequency. At this facility, management has designated the following job classifications as being in this category:

- *Cleaners*
- *Day Porter*

In addition, OSHA requires a listing of job classifications in which some employees in that job classification may have occupational exposure. Since not all employees in this category would be expected to incur exposure to blood or other potentially infectious materials, conditions that would cause these employees to have occupational exposure are also required to be listed. This is in order to clearly understand which employees in the category are considered to have occupational exposure. The job classifications and associated conditions for these categories are as follows:

- *All Supervisory Employees*

In the event of a major injury to an employee, where a Manager were to perform first aid in an effort to control bleeding or to resuscitate an unconscious employee by means of artificial respiration. This is with the understanding that our Manager and designated employees are trained in first aid and CPR.

#### COMPLIANCE METHODS

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual. All individuals in this facility will be informed of the provision of universal precautions.

#### WORK PLACE CONTROLS

We believe that the practice of having a limited number of first responders react to an injury is the best policy. First responders have been trained to wear the correct PPE. In this facility, single use gloves will be supplied. Gloves will be utilized when assisting an injured worker. If an employee received a minor cut or injury, he/she will apply a bandage himself/herself. If first responders do react to an injury and the gloves are contaminated with blood or other potentially infectious material, they will be disposed of as outlined in this policy.

If professional medical attention is required, we will utilize the local ambulance service as the primary means of transport and personal automobile second. If a personal automobile is used, impervious materials such as plastic will be used to prevent contamination of the vehicle. Disposal of the contaminated items will be made at the local facility. If blood is present on a machine, a tool, worktable, or other like area, bleach will be used as a disinfectant. Using single-use gloves, bleach will be applied to the exposed area and allowed to sit for 15 minutes. The area will then be wiped with paper towels. The towels and contaminated gloves will then be placed in a clean, heavy-duty

## **EXHIBIT B-6 EXPOSURE CONTROL PROGRAM**

garbage bag. These items will then be allowed to remain overnight. These items will then be disposed of as normal trash.

Exposure control items such as bleach, paper towels, garbage bags and gloves will be inventoried and maintained on a regular basis. Our managers or a designated employee will be responsible for the inventory of these items.

Hand washing facilities are available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. At this facility, hand washing facilities are located in the rest room in the plant and also the rest room inside the office.

After removing personal protective gloves, employees shall wash their hands and any other potentially contaminated skin areas as soon as possible with soap and water.

Contaminated sharps will not normally be found in our facility. The only anticipated sharps are broken glass, nails, etc. Items with blood on them will be removed by tongs, pliers, or by some other mechanical means. If the item is small and can be placed in a garbage bag addressed above, disposal will be in that manner. If the items are too large, decontamination will be accomplished by the use of bleach followed by water. Purchased sharps containers are not needed at this facility.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

All PPE used at this facility will be provided without cost to employees. PPE will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The PPE will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employee's skin, eyes, mucous membranes, under normal conditions of use and for the duration of time which the protective equipment will be used.

As stated above, the only PPE needed in this facility will be single use gloves. Our managers or designated employees have the responsibility for distribution of gloves to appropriate first aid cabinets.

Gloves shall be worn when it is reasonably anticipated that employees will have hand contact with blood or other potentially infectious materials. Gloves will not be contaminated or washed. Contaminated gloves will be discarded by placing them in a heavy duty garbage bag, covering them with bleach and letting them remain overnight. On the following day, they can be discarded with the normal trash.

The OSHA standard also requires appropriate protective clothing to be used, such as lab coats, gowns, aprons, or clinic jackets. There are no situations in this facility that would require that such protective clothing be utilized.

### **HOUSEKEEPING**

Areas in this facility, exposed to blood, will be cleaned and decontaminated immediately after an incident. Decontamination will be accomplished by utilizing bleach.

All contaminated work surfaces will be decontaminated after each incident. The same procedures listed above will be followed.

All plastic garbage bags that will be used to dispose of contaminated items and filled with bleach for actual decontamination will be inspected prior to use.

Any broken glassware or sharps that may be contaminated will not be picked up directly with the hands. Tongs, pliers, or other tools will be used.

## EXHIBIT B-6 EXPOSURE CONTROL PROGRAM

### HEPATITIS B VACCINE

All employees who have been identified as having occupational exposure to blood or other potentially infectious materials, will be offered the Hepatitis B Vaccine at no cost to the employee. The vaccine will be made available at a reasonable time and place. The vaccination will be administered by a licensed physician. The vaccine will be offered within ten (10) working days of their initial assignment to work involving a high potential for occupational exposure. Employees who are trained in first aid but are not considered first responders, will be offered the vaccine within 24 hours of their first response to an employee injury involving blood or other potentially infectious materials.

Employees who decline the Hepatitis B Vaccine will sign a waiver that uses the wording in Appendix A of the OSHA standard. This waiver is included in the back of this program.

### POST EXPOSURE EVALUATION AND FOLLOW-UP

When an employee incurs an exposure incident, it should be reported to the General Manager who has the responsibility to maintain records of exposure incidents.

All employees who incur an exposure will be offered a confidential post-exposure evaluation and follow-up in accordance with the OSHA standard. This includes a visit to a physician selected by the company.

The follow-up will include the following:

1. Documentation of the route of exposure and the circumstances related to the incident.
2. If possible, the identification of the source individual, and if possible, the status of the source individual. The blood of the source individual will be tested, with their consent, for HIV/HBV infectivity.
3. Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed of the applicable laws and regulations concerning disclosure of the identity and the infectivity of the source individual.
4. The employee will be offered the option of having their blood collected for testing of their HIV/HBV serological status. The blood sample will be preserved for up to 90 days, to allow the employee to decide if the blood should be tested for HIV serological status. If the employee decides prior to that time that testing will or will not be conducted, then the appropriate action can be taken and the blood sample discarded.
5. The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the US Public Health Service. These recommendations will be discussed by the health care professional.
6. The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illness to be alert for, and to report any related experiences to appropriate personnel.
7. Our managers have been designated to assure that the policy outlined herein is effectively carried out as well as to maintain records related to this policy.

### TRAINING

Training for all employees will be conducted prior to initial assignment (first responder) to tasks where occupational exposure may occur. Training will be conducted in-house and the training will include explanation of the following:

1. The OSHA Standard for Bloodborne Pathogens
2. Epidemiology and symptomatology of bloodborne diseases
3. The Exposure Control Plan, *i.e.* points of the plan, lines of responsibility, how the plan will be implemented, specific reporting of exposure incidents, etc.
4. Procedures that might cause exposure to blood or other potentially infectious materials at this facility.
5. Control methods that will be used at this facility to control exposure to blood or other potentially infectious materials.
6. PPE available at this facility and who should be contacted concerning issuance.
7. Post-exposure evaluation and follow-up
8. Hepatitis B Vaccine program at this facility

## EXHIBIT B-6 EXPOSURE CONTROL PROGRAM

### RECORD KEEPING

The Office Manager will maintain all records required by the OSHA Standard. This includes both training and medical records.

Medical records will be maintained on each individual with occupational exposure. The records will include the name, social security number, and a copy of the employee's Hepatitis B vaccination status. This will include the dates of all vaccinations and any medical records relative to the employee's ability to receive vaccinations. Also required are results of examinations, medical testing and follow-up procedures. We will ensure confidentiality of these records, and will not release any information without the written consent of the employee. We will maintain these records for at least the duration of employment plus 30 years.

Training records shall include the dates of the training sessions, the contents of the training, the name and qualifications of the trainer(s), and the names and job titles of those attending the training. Training records will be maintained for three (3) years.

We shall ensure that all required records to be maintained, will be made available upon request to both OSHA and NIOSH.

We realize that this control plan and program does not purport to list all of the rules and regulations outlined in OSHA standards 1910.1030. This does not indicate that other rules and regulations may not exist, nor does it endorse procedures, practices or products, and no authorization is granted for promotional or endorsement purposes. This report was written to assist persons in initiating and implementing our bloodborne pathogen control program plan.

**EXHIBIT B-6  
EXPOSURE CONTROL PROGRAM**

**ISS FACILITY SERVICES  
HEPATITIS B VACCINATION DECLINATION STATEMENT**

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B Vaccination at no charge to myself. However, I decline the Hepatitis B Vaccine at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials, and I want to be vaccinated with Hepatitis B Vaccine, I can receive the vaccination series at no charge to me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# **EXHIBIT B-6** **EXPOSURE CONTROL PROGRAM**

## **ISS FACILITY SERVICES** **ACKNOWLEDGEMENT OF BLOODBORNE PATHOGENS** **CONTROL PROGRAM**

I have read ISS FACILITY SERVICES' Bloodborne Pathogens Control Program. I acknowledge that I understand these rules and that I will agree to follow them. When In doubt concerning the bloodborne pathogens control program rules and regulations, I will speak to my immediate supervisor.

\_\_\_\_\_  
 Employee Name

\_\_\_\_\_  
 Social Security Number

\_\_\_\_\_  
 Employee's Signature or Mark

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Witness to Mark

I have instructed the above employee on the Company's Bloodborne Pathogens Control Program and the rules and regulations applying specifically to the employee's job.

\_\_\_\_\_  
 Supervisor

\_\_\_\_\_  
 Date



## EXHIBIT B-7

### QUALITY CONTROL PROGRAM



*Janitorial Proposal*

## Quality Control

ISS Facility Services proposes a continuous improvement process made up of many components. These components enable our clients to receive consistent, high-performance cleaning day in and day out. Quality processes are at the heart of each janitorial program we design for our clients. Our quality processes focus on key elements which are discussed extensively in this proposal document. This section is dedicated to providing an understanding of how an integrated Quality Program will provide you with superior services.

### Janitorial Program Elements Include:

1. **Quality Assurance:** ISS recognizes that quality control is not a one-time event or an activity that is conducted once a week – it is a daily process that enables us to meet the performance standards our clients have set forth. The items described in this section will provide you with the peace of mind that your janitorial needs will be taken care of.
2. **Management Team:** Proven management methods guarantee consistency and satisfaction. Our managers are hands-on, in the field, checking the work every day, so you don't have to.
3. **Web Based Inspection System:** The ISS inspection system measures performance. The services outlined in the contract are the basis for what is measured – what ISS says they will do, will happen. Client representatives will have a personal log-in to the web-based system – you will have access to inspections, be able to create work orders and view the status, send messages to ISS and view reports.
4. **Service Specifications:** Your facility has specific service needs and concerns that are unique; service specifications are created specifically for each area of the facility and are then entered into the web-based quality control program to enable us to track compliance with each task.
5. **Staffing:** Hiring the right people is the most important resource to a quality cleaning program. Having a solid foundation of people promotes the long-term success of our work.
6. **Training:** The employees placed in your building are fully trained and experienced with the most advanced equipment and cleaning products. They know how to find the right solutions to address your building's specific needs.
7. **Transition Plan:** ISS knows the challenges that can occur when changing vendors. The detailed planning we do before launch day makes the transition a positive experience for our clients, visitors and for all ISS employees. We will work closely with you to develop a flexible plan that will benefit your facility starting on day one.
8. **Sustainability and Green Cleaning:** ISS Facility Services is committed to providing healthier buildings. We combine best practices and the guidelines set forth by organizations including: the United States Green Building Council (USGBC), the Federal Authority, the Environmental Protection Agency (EPA), Green Seal GS-42, and the Carpet & Rug Institute's (CRI) Green Label program.

At ISS Facility Services quality is more than just results; it is our way of doing business. The pursuit of quality is relentless, ongoing, and a never-ending process that starts and ends with the client. Together with you, we develop standards of performance by which the quality of our services can be measured. We encourage your feedback – we rely on it to deliver the superior service we promise.

## EXHIBIT B-7 QUALITY CONTROL PROGRAM

*Janitorial Proposal*

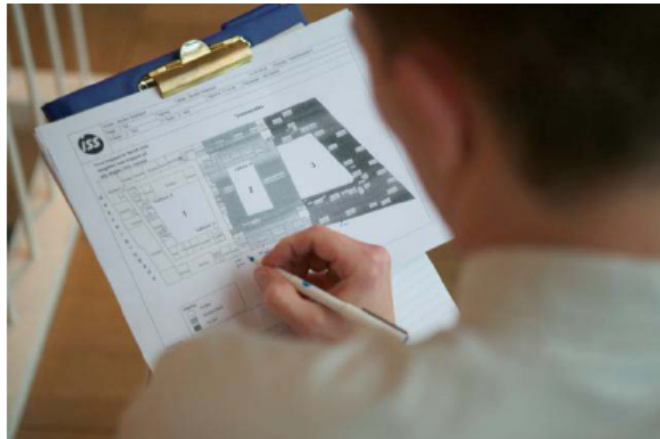
### Quality Assurance

ISS ensures that we can control the quality and consistency of services directly, resolve issues at the lowest possible level and provide you with consistent quality across all services. ISS utilizes several programs to measure quality and implement client satisfaction solutions. Each program is customized to fit the need of our clients based on their reporting system, personnel, and facility requirements. Such measurement tools include:

- Online survey tools
- Sample call backs to requestors to get feedback on recent requests
- Personalized interviews with account staff
- Staff feedback surveys
- Formal client survey questionnaires

ISS Facility Services proven management methods guarantee consistency and satisfaction. Our managers are hands-on, in the field, checking the work every day, which allows you the freedom to focus elsewhere. These managers have strong managerial and technical skills in all aspects of the cleaning sciences. They are quickly able to define and resolve service issues, coordinate special requests, schedule appropriate tasks, supervise employees and deliver training.

Our management and supervisory employees are committed to helping our workers become empowered team players by involving them in "The Big Picture". This develops pride in his/her work and for our company too. ISS Facility Services strives to listen to our employees' ideas because we've found that they often improve service quality. This type of involvement produces a work environment that generates employee enthusiasm and job satisfaction.



## EXHIBIT B-7 QUALITY CONTROL PROGRAM



Janitorial Proposal

### Client Extranet

ISS Facility Services has created a client extranet for national accounts and some local large accounts that will allow client representatives to view up-to-date reports on the various facilities serviced by ISS. The client extranet includes a secure login and custom company page so you can see the status of each facility at any time, from any location. The ISS client extranet is accessed via the Client Login on the home page of ISS website ([www.us.issworld.com](http://www.us.issworld.com)).

The client extranet has the capabilities to include the following features:

Homepage with dashboard of menu of functions.

- Quality Control standards for each service provided to facilities including online viewing of all reports.
- Complete Accounting details include monthly statements, payment history and project budgets.
- Communication features including online work order submittals, work order approvals/PO, contact information, and proposal submissions.
- Detailed Safety and Security Programs



### Handheld Technology - Treo 700 Smartphone or Scout System Phone

ISS managers use the Treo 700 Smartphone or Scout System phone to provide clients with quick response times while in the field. This communication tool provides ISS personnel with 24/7 email, reporting and internet access in addition to phone service. ISS clients can reach their management contacts at any time, and management has the ability to send inspection reports as soon as they are complete or access spreadsheets and reports while in the field.



## EXHIBIT B-7 QUALITY CONTROL PROGRAM

*Janitorial Proposal*

### Continuous Service Improvement

ISS believes that continuous improvement in all aspects of service delivery is essential for any successful service strategy. Continuous service improvement is a way of improving the effectiveness, flexibility and competitiveness of the business as a whole, and will assist ISS in achieving the following:

- A clear focus on the needs and requirements of each client, resulting in the ongoing development of a cost effective, well trained, and highly motivated janitorial team.
- Excellent performance in all aspects of service delivery.
- The implementation and operation of the specifications necessary for the achievement of a quality service.
- Critical and continuous examination of the Company's processes, to ensure the removal of any non-productive activities.
- A clear understanding of any areas where improvement is required, together with the ongoing development of performance measurements.
- The development of an integrated team approach, actively encouraging input and involvement from the client and ISS staff, both on and off-site.
- The development of improved communication procedures ensuring the acknowledgement of good performance, and the alignment of employee goals and aspirations with the Company's own mission and targets.
- The development of a strategy of never-ending service improvement.
- To operate with a comprehensive understanding of our client's culture.

The success of this philosophy of Continuous Service Improvement will be measured in the achievement of results important to our clients and ISS Facility Services.



## EXHIBIT B-7 QUALITY CONTROL PROGRAM

*Janitorial Proposal*

### Quality Control Program Components

The quality program designed for your location is similar to a Six Sigma process; we use the contract cleaning specifications and the collection of quantifiable data (which is gathered through inspections and your feedback) then we measure and track our performance.

The program is an ongoing process that not only ensures that we meet all of the performance standards of your contract, but also helps us to evaluate our practices and procedures so that we are constantly striving to improve our delivery of service.

Tracking of our performance is conducted on a weekly basis and allows us to proactively analyze issues and make adjustments where needed – before an issue becomes a larger problem. This approach to quality assurance ensures that the work is completed and enables us to constantly evaluate our practices to meet the changing needs of our clients.

#### Quality Control Program Components



## EXHIBIT B-7 QUALITY CONTROL PROGRAM



Janitorial Proposal

### Closed-Loop Inspection Process

The inspection process is a closed-loop process that allows ISS management the ability to quickly contact employees, resolve issues and to communicate effectively with client representatives by responding with results in real-time. We are able to quickly identify locations and services within a facility that may need improvement and make the necessary adjustments before a larger issue arises.

#### Closed-Loop Inspection Process





## EXHIBIT B-7

### QUALITY CONTROL PROGRAM



*Janitorial Proposal*

### Closed-Loop Process



**Inspect:** Inspections are at the heart of our quality control program. We inspect the facility weekly to see that all cleaning needs are being met. The site supervisor, district managers and cleaners inspect areas as they oversee the daily operations and conduct their work. These inspections are recorded in real-time.

Areas inspected are given a rating of Red, Yellow, or Green. Items marked yellow (needs attention) or red (needs prompt correction) and are passed on to Supervisors and Managers for correction.



**Correct:** Any Red deficiencies represent an item that must be corrected immediately. Many of these items will be corrected within the next 24 hours or the next shift if possible. Any issues involving bodily fluids or biohazard spills will be attended to immediately by personnel trained specifically to accomplish this task.



**Re-inspect:** All corrected deficiencies are re-inspected by a supervisor. They will be approved as complete only if they meet the performance standards as outlined in the contract.



**Record:** All corrected deficiencies are recorded in the CleanTelligent Inspector Program for the client to review. Client reps are able to see what deficiencies occurred as well as the corrective action taken, and the name of the person who approved the completed work. This level of accountability helps us to manage to a higher level.



**Review:** A weekly review of all inspections is conducted by the district manager and supervisors in a formal weekly quality review meeting. The review is a critical component of the process. Past inspections, our practices and procedures are reviewed to determine the areas in which can improve our service levels. In this meeting we will also review training needs to ensure that problems do not re-occur.

## EXHIBIT B-8 HAZARD COMMUNICATION PROGRAM

### OSHA'S CHEMICAL-HAZARD COMMUNICATION PROGRAM

Chemical exposure may cause or contribute to many serious health effects such as heart ailments, kidney and lung damage, sterility, cancer, chemical burns, and rashes. Some chemicals have the potential to cause fires, explosions, and other serious accidents. This hazard communication program has been developed to address these hazards. This program provides you, the employee, with the knowledge and tools to work safely with the chemicals that you may come in contact with. The elements and components of this program comply with the requirements of The Occupational Safety Hazards Act (OSHA 29 CFR 1910.1200). It is the responsibility of our Managers to help the Company comply with the requirements set forth in this safe practice program.

Our managers have the overall responsibility to see that the program is implemented and administered. Managers and supervisors at all levels have the responsibility to see that all employees comply with it. This responsibility shall include but not be limited to:

1. No chemical of any kind will be allowed to be stored or used on the premises until its chemical hazards have been reviewed and identified.
2. Determine those chemicals that require the use of personal protective safety equipment when used by employees. This information will be conveyed to the employees who will come in contact with the chemical.
3. No chemical will be stored on the premises or used by employees without first obtaining and reviewing a Material Safety Data Sheet (MSDS) for that particular chemical.
4. No unlabeled chemical storage containers will be permitted to exist on the premises. At least, but not limited to, monthly, our Managers or other selected company employees will conduct an inspection of the premises to confirm that this requirement is being met. A written record of these inspections will be made and retained on the premises for inspection. Also, these records should be kept for a minimum of 18 months.
5. A chemical inventory list will be maintained on the premises at all times. When new chemicals are obtained, the chemical name will be entered into the chemical inventory log. This log will be updated monthly and will reflect those chemicals that are located on the premises. When a particular chemical is no longer in use at this location, its chemical name will be removed from the chemical inventory list.
6. For each chemical listed in the chemical inventory list, a Material Safety Data Sheet (MSDS) will be maintained on the premises and available for all employees to review. The contents of the MSDS will conform to the standards set forth by OSHA. When new chemicals are obtained, the MSDS will be replaced in the MSDS book. This book should be updated monthly and should reflect those chemicals that are located on the premises. When a particular chemical is no longer in use at the location, the MSDS will be removed from the MSDS book.
7. The location and quantity of each chemical used in the workplace will be determined. A written record will be maintained as to the quantity and location of each chemical.
8. Determine which chemicals each employee will come in contact with. A written record will be maintained that identifies those employees that would likely be exposed to each chemical on the premises. This record should be updated and used as a basis of specific chemical hazard training.
9. At the time of training, each employee will receive a copy of this Hazard Communication Program and Training Booklet. This will form the basis of Hazard Communication Training for Employees.
10. Each new employee will receive formal hazard communication training before being allowed to come in contact with any chemical at the work location. Employees who change job descriptions that result in being exposed to a different set of chemicals will receive specific training in the new chemicals they will come in contact with. All employees who come in contact with any chemical at the work location will receive annual chemical hazard training. All employees who receive hazard communication or subsequent training



## EXHIBIT B-8

### HAZARD COMMUNICATION PROGRAM

will sign the "Certification of Training Form". The form will be signed by, both the employee and the Manager. This form can be kept in a separate record book or in the employee's personnel file.

11. Each employee will be instructed as to when and what personal protective safety equipment is required when handling a particular chemical. Each employee will be given instructions on how to properly use their personal protective equipment.
12. Warn all employees against the hazards of wearing contact lenses when using those chemicals that pose a hazard to the employees. Employees will be given specific training in the proper use of emergency eye wash facilities.
13. Ensure that each employee complies with the following requirements before working with, or around, any chemical:
  - No employee will use or work around any chemical until the employee has received hazard communication training, and is aware of the chemical hazards associated with the chemicals the employee will come in contact with.
  - The employee will wear personal protection equipment when working with a chemical that requires wearing personal protection equipment.
  - The employee will not use any chemical until he or she has first reviewed the MSDS for that chemical.
14. Our Managers will advise any outside contractors and/or their employees of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, and the protective measures to be taken and the safe handling procedures to be used.
15. Ensure that each Material Safety Data Sheet contains the following information:
  - a. Product of chemical identity used on the label.
  - b. Manufacturer's name and address.
  - c. Chemical and common names of each hazardous ingredient.
  - d. Name, address, and telephone number for hazard
  - e. Preparation or revision date.
  - f. The hazard chemical's physical and chemical characteristics, such as vapor pressure and flash point.
  - g. Physical hazards, including the potential for fire, explosion, and reactivity.
  - h. Known health hazards.
  - i. OSHA Permissible Exposure Limits (PEL)
  - j. Emergency and first-aid procedures.
  - k. Whether OSHA, NIOSH, or other regulatory organization lists the ingredients as a carcinogen.
  - l. Precautions for safe handling and use.
  - m. Control measures such as engineering controls, work practices, hygienic practices or personal protective equipment required.
  - n. Primary route of entry.
  - o. Procedures for spills, leaks, and clean up.
16. Hazardous Non-Routine Tasks: When our employees are required to perform hazardous non-routine tasks, each employee affected will be given information by their supervisor, about hazards to which they may be exposed during such an activity prior to starting work on these projects.

This information will include:

- Specific hazards
- Protective/safety measures that must be utilized
- Measures the Company has taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.

### WORK AREA HAZARDOUS SUBSTANCE LIST

Chemical Identity  
Label/Special Information

Vendor

[illegible]

**EXHIBIT B-8**  
**HAZARD COMMUNICATION PROGRAM**

**ISS FACILITY SERVICES**  
**CERTIFICATION OF TRAINING**

**CHEMICAL HAZARD COMMUNICATION PROGRAM**

I, \_\_\_\_\_, attended training on the Chemical Hazard Communication Program for the employees of ISS FACILITY SERVICES.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_

Printed Name of Instructor: \_\_\_\_\_

**ISS FACILITY SERVICES, 4811 N. 7<sup>TH</sup> STREET SUITE 100, PHOENIX, AZ 85050**

PRICING SHEET: 9103901

Terms:	NET 30
Vendor Number:	W000003409 X
Telephone Number:	602/222-2555
Fax Number:	602/222-2550
Contact Person:	Kim Jarrett-Kann
E-mail Address:	<a href="mailto:Kim.kann@us.issworld.com">Kim.kann@us.issworld.com</a>
Certificates of Insurance	Required
Contract Period:	To cover the period ending <b>February 28, 2014.</b>